



**Child  
Development  
Center**

# Crisis / Emergency Response Plan

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## **CRISIS/ EMERGENCY RESPONSE PLAN**

### **PURPOSE**

This manual is designed to be distributed, discussed and simulated with faculty and administration in Cummins Child Development Center, Columbus, Indiana with the support of appropriate Cummins Inc. office departments. The manual is intended as a preparedness plan to help the Child Care Center respond promptly and effectively to potential crisis situations including, accidents, disasters, criminal activity, litigations, outside investigation and allegations. This plan is also meant to coordinate with the larger campus-wide crisis management plans developed by Cummins Inc. Corporate Offices.

### **INTRODUCTION**

The Cummins Child Development Center could be subject to an emergency situation affecting the facility or as part of a larger scale event. The Center Director and staff are responsible for the safety of children, and will coordinate actions and/or requirements with Cummins Emergency Response Team, community public safety officials and parents/guardians.

The impact of an emergency on children can have lasting effects on their well being. Caregivers and families must manage the response to the emergency as well as helping children cope with their feelings, fear and needs during and after the emergency. Respecting the child's feelings, and involving them where possible in recovery activities can reduce stress and anxiety.

It is the goal of the Cummins Child Development Center to respond promptly and effectively to any event that may directly affect children, parents, employees, or Cummins Inc. It is our belief that emergency planning and preparedness must include awareness and clear procedures at all levels, from the Cummins Child Development Center, administration and Cummins Inc. to individual employees, parents, and children.

The intent of this plan is to assist the staff in responding to emergency situations and provide information to family members concerning emergency planning. This plan contains emergency response information for the following situations:

#### **NATURAL HAZARDS:**

Severe Weather

- Snow and Ice Storms
- Tornado or severe thunderstorms
- Earthquake
- Flooding

#### **TECHNOLOGICAL HAZARDS:**

Power Outage

Fire

Chemical Spills

Bomb threat or threatening telephone call

#### **PERSONAL SAFETY:**

Medical Emergency

Missing Child

Potentially Violent Situations – (Hostage situation, disgruntled employees, unstable custody)

The plan will also address protective actions such as:

Evacuation

Shelter-in-Place

Specific directions for infants, toddlers, early pre-school, pre-school, pre-kindergarten and kindergarten in crisis situations

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## 1.0 GENERAL INFORMATION

### Cummins Child Development Center:

1. Is responsible for establishing a plan to effectively manage crisis/emergency situations at the center
2. Will use methods and processes to protect the life, health, safety, and welfare of employees, parents and children
3. Will seek prompt resolution to each and every crisis/emergency situation
4. Will coordinate actions and decisions with those dictated by Center Emergency Response Team
5. Will maintain and enforce program to fulfill all of the Center responsibilities

The objective of this crisis/emergency program is to develop effective employee work habits and attitudes during an emergency or crisis. It is important that new employees understand emergency response procedures prior to being assigned a job. It is even more imperative that all employees remain alert and responsible for awareness of potential emergency issues and the need to recommend changes in the event that problems are identified.

1. New employees will be given an orientation that covers Cummins Child Development Center (CCDC) Crisis/Emergency Response Plan
2. There will be two staff meetings a year where the agenda will be focused on crisis/emergency response scenarios and reviewing crisis/emergency response procedures
3. The CCDC administrative staff will hold a meeting once every other month where crisis/emergency response will be part of the agenda
4. The CCDC administrative staff will coordinate with Cummins Inc. Corporate Offices to hold a crisis/emergency simulation at the Child Care Center twice each year besides standard fire, tornado and flood drill practices
5. Employees, who take safety seriously, report potential danger or crises, request reviews of conditions, etc. will be held in the highest regard by the Center
6. Under no circumstance would an employee be reprimanded, demoted, fired, or discriminated against for reporting emergency issues or potential safety/ crisis situations

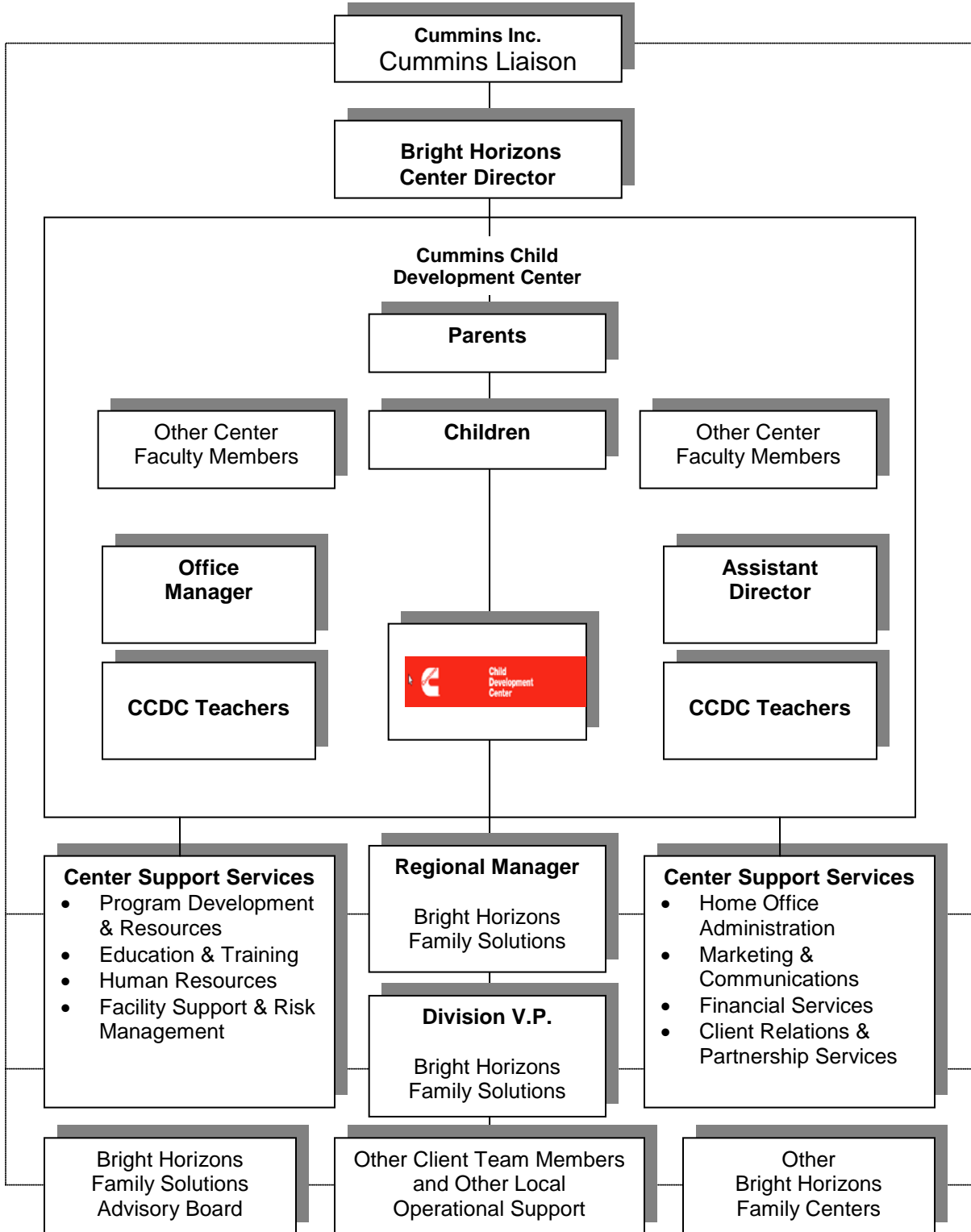
Employees who do not treat crisis/emergency response seriously, do not abide by Center policies and practices, or operate in an unsafe manner, are subject to progressive counseling as outlined in the Cummins Child Development Center's employee handbook.

### 1.10 FACILITY ORGANIZATION

The Cummins Child Development Center is located at *650 Pleasant Grove Columbus, IN 47201* which is on the corner of 7th and Central Ave. The Center capacity is 228. The amount of staff is determined on our enrollment status and with the state regulation ratios compliance. The Center is opened from 6:30am to 6:00pm, and follows Cummins Inc. schedule (Mon-Fri). The Management team consists of Center Director, Assistant Director, Office Manager, and Program Coordinator.

Classroom	Ratio	Maximum number of Children
Infant One	1:4	8 Children
Infant Two	1:4	8 Children
Infant Three	1:4	8 Children
Transitioning Infant Four	1:4	8 Children
Toddler One	1:5	10 Children
Toddler Two	1:5	10 Children
Toddler Three	1:5	10 Children
Transitioning Toddler Four	1:5	10 Children
Early Preschool One	1:5	14 Children
Early Preschool Two	1:5	14 Children
Early Preschool Three	1:5	14 Children
Transitioning Early Preschool Four	1:5	14 Children
Preschool One	1:10	20 Children
Preschool Two	1:10	20 Children
Pre-Kindergarten One	1:10	20 Children
Pre-Kindergarten Two	1:10	20 Children
Kindergarten	1:14	14 Children
Educational Enhancement Room		

The safety features consist of first aid kits in every classroom and in every room of the building, plus two large emergency back packs. List of items maintained in the emergency back packs are provided in **Annexure A** of this plan. CCDC also has security pass code entry and four emergency shelter rooms. Each staff members are trained in First Aid, CPR, and blood borne pathogens annually.





**1.11 EMERGENCY NOTIFICATION**

Any EMERGENCY .....	Call 911
MEDICAL EMERGENCY.....	911
POLICE.....	911, 812.376.2600
FIRE.....	911, 812.376.2679
RESCUE.....	911, 812.376.2679
HOSPITAL.....	812.379.4441
North side Pediatrics	812.379.9524
POISON CONTROL.....	800.222.1222
Child Protected Services	800.800.5556
Animal Control	812.376.2505

**COLUMBUS (EMERGENCY MANAGEMENT AGENCY)**

**UTILITIES –**

ELECTRIC.	Duke Energy	800.521.2232
Electric Trouble/Outage		800.343.3525

STAFF CALL DOWN ..... SEE 1.12

**NEWS/ MEDIA**

RADIO STATIONS .....	QMIX 107.3 FM	812.378.1073
NEWSPAPERS .....	The Republic	812.379.5665

**TRANSPORTATION**

<b>BARTHOLOMEW CONSOLIDATED SCHOOL CORP</b>		
Depot Office		812 376 4246
Transportation Manager		812 343 1434

**KEY CUMMINS CONTACT AND LINES OF COMMUNICATION**

Columbus Engine Plant Gate 1 Security (primary emergency contact)	7-4357/ 812.377.4357
Cummins Tech Center Security (standby emergency contact)	7 – 7400/ 812.377.7400
CCDC Emergency Response Team Leader – Victoria Baker	812.378.5833 ext 233 812.344.5966
Bright Horizon Contact (1) – Mindy Pohl	Office: 812-615-0180 Cell : 812-615-0180
Bright Horizon Contact (2) – Patti Eickhoff DVP	Office: 330-873-9485 Cell: 330-873-9485
Columbus Engine Plant ERT Contact (1) – Ryan Genth	Office: 812-377-0340 Cell: 812-344-8521
Columbus Engine Plant ERT Contact (2) – Tommy Robinson	Office: 812-377-6266 Cell: 812-350-3470
Cummins Tech Center ERT Contact (1) – Mark Mandel	Office: 812-377-4351 Cell: 812-343-9754

**1.12 STAFF CALLDOWN/TELEPHONE ROSTER (Name, title and phone no)**

The CCDC staff shall maintain an updated call down roster as a separate document inside the facility. This will be maintained as an internal document for official CCDC use only.



## 2.0 EMERGENCY RESPONSE TEAM PROTOCOL

There are 7 essential jobs during the center evacuation:

1. Emergency Response Team (ERT) Leader
2. Primary Manager
3. First Aid Office
4. Communications
5. Play space operations
6. Parent pick-up point
7. External ERT Support

Before an emergency, a person and alternate should be assigned to each of these jobs and scenarios should have them act out these roles.

- 1. ERT Leader** – Victoria Baker **Alternate:** Cindy Reed
  1. The ERT Leader, in consultation with the Emergency Response Team, and others if needed, shall establish the response strategy and shall assume control of the center until external help arrives
  2. Carry out initial assessment of the scene and determines the appropriate course of action for team members
  3. Establishes and maintain communications between the center and external support facilities/agencies
  4. Request resources to augment the center's response capabilities
  5. Provide all required information and appropriate directions to the external ERT support team upon arrival
  6. Initiate Emergency Response actions and coordinate with the ERTs (internal and external)
  7. Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there
  8. Initiate the notification process
- 2. Primary Manager** – Cindy Reed **Alternate:** Becky Bunch
  1. Make sure all children are accounted for
  2. Coordinate with the ERT Leader to determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there
  3. Activate the first aid assignment if needed and assess the number and severity of injuries
  4. Activate the play space assignment
  5. Activate the parent pick-up assignment and determine the best location away from the first aid station
  6. Activate the communications assignment and provide specific phrases for the caller and information regarding the emergency and about the parent pick-up point – when possible, be the one to make contact with those families whose children are injured as a result of the event
  7. Determine if there are other assignments that need attention based on your circumstances (i.e. sanitation/bathroom, transportation, search and rescue) and take action to assign
  8. Check in regularly with each assignment (every 15 minutes) to problem solve and issues
  9. Stay alert, unencumbered for any length of time and calm.
- 3. First Aid Assignment** – Becky Bunch **Alternate:** Kathy Yeager
  1. Quick assessment of number and severity of injuries – report to Primary Manager
  2. Determine how many adult helpers first aid will need and deputize people to assist
  3. Collect emergency first aid supplies and set-up first aid station using blankets and tarps – seek to obscure the view of the first aid station from other children and parents picking up
  4. Keep an updated record for all minor and major injuries to report to Primary Manager, including those transported off-site by emergency medical services
  5. Report back to Primary Manager with updates, needs, and problems during his/her rounds
- 4. Communication Assignment** – Becky Smith **Alternate:** Janice Vonsh
  1. Check with Primary Manager about exact info to give to families when calling (emphasis should be placed on the child's condition and the pick-up location)

2. Locate nearest phone and collect the emergency binder from the Primary Manager with family phone numbers
3. Discuss w/Primary Manager exact wording to offer families whose children have been injured in some way by the event
4. Report back to Primary Manager with updates, needs, and problems during his/her rounds

**5. Play Space Assignment – Becky Smith**

**Alternate:** Kathy Yeager

1. Determine where to set up a different group of children (see sketch if using alternate site)
2. Use blankets, table, and chairs to define play spaces for children – define an area for food
3. Determine the nearest and safest toilet area and arrange for supervision
4. Report back to Primary Manager with updates, needs, and problems during his/her rounds

**6. Parent Pick-Up Assignment – Kathy Yeager**

**Alternate:** Janice Vonsh

1. Establish an area away from the Primary play area and first aid areas to control parent access
2. Collect all the sign-in sheets to monitor parent pick-ups also maintain a running log as back up
3. Deputize a staff member to serve as a gopher collecting children whose parents arrive and bringing them to the pick-up point
4. Do your best to calm parents before they collect their child(ren)
5. Report back to Primary Manager with updates, needs and problems during his/her rounds

**7. External ERT Support – Ryan Genth (CEP)**

**Alternate:** Tommy Robinson

Mark Mandel (CTC)

*(The External Support team (CEP (primary support) & CTC (backup)) shall minimum consist of two Certified First Aiders, two Certified Fire Fighters and two support team members)*

1. Report to the Center Emergency Response Team Leader upon arrival at site and gather all required information and seek directions to determine the right support
2. If situation demands, take control of the situation and act as the Primary Emergency Responders (e.g., in the event of fire, major disaster etc)
3. Assist the Center Emergency Response Team to efficiently set up the arrangements as described above (first aid, communication, play space, parent pick up etc)
4. Assist in the evacuation activities (if evacuation is indicated) to setup a secured boundary for safe evacuation, crowd management/ control, traffic management, and to setup the reunion site for the parents to pick their children at the off-site evacuation site
5. Report back to Center ERT Leader with updates and support him/ her to take the right decisions to manage the situation

### **3.0 NATURAL HAZARDS**

Natural hazard emergencies relate to conditions caused by weather, weather related effects, and geological events such as earthquakes.

#### **3.10 SEVERE WEATHER**

Severe weather may be predicted over several days in advance in the case of hurricanes and winter storms or within a few hours or less for tornado and other wind, rain, or ice storms. Listening to weather forecasts and storm watch or warnings is critical to being prepared. The National Weather Service issues storm watch and warnings through commercial television, radio, cable (Weather Channel) and NOAA weather alert radios.

In general:

1. Severe Weather Watch means that conditions are present that could cause a weather emergency in the areas mentioned; and,
2. Severe Weather Warning means that severe weather has been observed or is expected soon and that precautions should be taken in the affected areas.

Cummins Child Care Center have established the following sources of communication to receive severe weather alerts (watch and warnings)

1. Columbus Engine Plant Gate #1 Security – *all emergencies*
2. Columbus Police Department – Weather Alerts – (is equipped to provide exact information on where in the county is the most threatening weather. Ex: N, S, E, W)
3. QMIX 107.3 FM radio – NOAA weather alerts
4. Columbus Alerts Email service – NOAA weather alerts for Columbus City
5. NOAA Website - <http://www.crh.noaa.gov/ind>
6. Creek Levels updates - <http://water.weather.gov>
7. Columbus City Alert – *Tornado/ Thunderstorm/ Hurricane alarms*
8. Cummins Technical Center Security – *Flood emergency early warning*

### **Severe Weather Take Cover Criteria**

The Severe Weather Take Cover announcement for the center campus sounds like this: *“The Center is currently experiencing severe weather. Please proceed immediately to the designated shelter rooms closest to your location”*

If the Governor/ Mayor or County Commissioners of Columbus declare a State of Emergency for Bartholomew County, the center will not open until the State of Emergency has been lifted. In the event such conditions arise while the center is closed, (example: during the night) the parents shall be informed via email, telephone or text messaging and over QMIX 107.3 FM radio broadcast that the center is closed. If QMIX 107.3 FM does not make an announcement and/ or a phone call or text message is not received indicating that the center is closed, it would be assumed that the center is open for business.

### **3.11 SNOW AND ICE STORMS**

Severe snow and ice storms can result in the shutdown of facilities, closed roads, and damage to power lines and structures.

1. Monitor winter storm watch, warnings, blizzard warning or travel advisories
2. Center Director / ERT Leader may consider pre-storm closing (night before) or early closing depending on conditions
3. Arrange for snow and ice removal as well as possible debris removal such as fallen trees and utility lines
4. Check status of battery powered radios, flash lights, and back-up lighting, power, and heat

If the National Weather Service issues a winter storm watch for Bartholomew County, the ERT Leader shall respond with a heightened sense of awareness, by watching for changing conditions that may precede dangerous weather. The ERT Leader shall inform all the teachers and staff about the situation. Teachers and staff shall bring all the students inside

If the National Weather Service issues a winter storm warning the ERT Leader shall coordinate to inform parents via text messaging or other methods described above to make arrangements to have their children picked up early.

A severe snow or ice storm usually is forecast and not a surprise. In the most unlikely situations, if the snow or ice storm is expected soon or experienced while the center is in operation, the ERT Leader shall initiate the following response actions –

1. As severe snow or ice storms typically do not present danger to the occupants of the center, the ERT leader shall primarily focus on maintaining an awareness of changing external environment and road conditions and maintain a heightened awareness of those conditions through the various information sources listed above.
2. If the power goes out, refer to the Power Outage Section (3.17) of the plan
3. ERT Leader or a designee shall continue monitoring radio bulletins and weather forecasts as often as possible

4. If the phones go out, ERT Leaders shall check his/ her cellular phone and walkie-talkie to see if it is operational. Limit calls to emergency use only
5. ERT Leader shall maintain constant communication with the External ERT support contacts over the walkie-talkie or phone for expert advice/ consultation
6. Should early closure of the center be indicated, the ERT Leader shall go out and make sure the evacuation route is safe.

### **3.12 TORNADO OR SEVERE THUNDERSTORM**

Weather fronts that can produce tornadoes may also generate severe rain, wind and hail that can cause serious damage. A Tornado Watch means that a tornado is likely over a large area and a Tornado Warning means that a Tornado has been sighted, or is indicated on weather radar in a specific area.

- a. Tornado or Severe Thunderstorm Watch - If the National Weather Service issues a Tornado or Severe Thunderstorm Watch for Bartholomew County, the ERT Leader shall respond with a heightened sense of awareness, by watching for changing conditions that may precede dangerous weather. The ERT Leader shall inform all the teachers and staff about the situation. Teachers and staff shall bring all the students inside and kept away from windows and in areas of the center that are farthest away from large trees and power poles. The ERT leader may initiate the process to move all students and staff to the shelter areas. The ERT Leader will maintain vigil near the front door of the center.
- b. Tornado or Severe Thunderstorm Warning - If the National Weather Service issues a Tornado or Severe Thunderstorm warning, the ERT Leader will initiate the process to move all students and staff to the shelter area. The ERT leader will locate in the appropriate shelter area as well. During Tornado Warning situations specifically, the parents will not be able to pick up their child(ren) until the All Clear announcement is made by the National Weather Service and acknowledged by the ERT Leader.
- c. Parents will be notified of any center status changes or situations as a result of these conditions via text messaging or other methods described above.

A Tornado or a Severe Thunderstorm usually is forecast and not a surprise. In the most unlikely situations, if the Tornado or Severe Thunderstorm is expected soon or experienced while the center is in operation, the ERT Leader shall initiate the following response actions –

1. Teachers and staff shall ensure that all students have been moved inside the center.
2. May activate the Severe Weather Take Cover announcement. This would initiate the Emergency Response Team's actions as explained in Sec 2.0.
3. Teachers and Staff shall direct the students to the designated shelter rooms in an orderly manner.
4. During a tornado watch situation, The ERT Leader shall remain available at the front door of the center to escort any parents who wish to collect their children during this situation. The parent will be escorted to the appropriate shelter and returned to the front door with their child/children. Parents understand that upon exiting the center, the safety of the child resides with them. During the Tornado Warning situation, the center will go into lock down mode and parents will not be able to collect their children.
5. If the power goes out, refer to the Power Outage Section (3.17) of the plan
6. ERT Leader or a designee shall continue monitoring radio bulletins and weather forecasts as often as possible
7. If the phones go out, ERT Leaders shall check his/ her cellular phone and walkie-talkie to see if it is operational. Limit calls to emergency use only
8. ERT Leader shall maintain constant communication with the External ERT support contacts over the walkie-talkie or phone for expert advice/ consultation
9. Post any tornado occurrence, should evacuation of the center be indicated, ERT Leader shall go out and make sure the evacuation route and meeting point are safe
10. ERT Leader shall request the External ERT support for their support during evacuation
11. Refer to the Evacuation Section (4.10) of the plan
12. Upon cancellation of any watches and/or warnings post the above described situations, the ERT Leader will decide at which point the center shall resume normal operations. Parents will be notified of center status and situation through text messaging or other methods described above.

### 3.14 EARTHQUAKE

An earthquake is least predictable. Damage to structures, and utilities and injury to people from falling debris are mostly expected as a result of earthquakes. In an earthquake, most injuries and deaths are caused by loose objects in and on buildings. During the shaking, cabinets and bookcases topple, objects fall out of cabinets, and hanging or large plants fall. Door frames and window jams may be bent when walls move. Doors may slam or jam shut, and window glass can shatter, sending broken glass into the room. Light fixtures, sprinkler heads, and other ceiling components may pop out and fall. Objects mounted on the walls (such as clocks, maps, and art work) may shake loose and fly across the room. The electricity may go out, and the sprinkler systems or fire alarms may turn on.

1. Planning:  
Assess the facility to reduce the potential for shelving, fixtures, or heavy equipment to cause injury if shifted suddenly. Ensure that building and safety codes are followed during construction or renovations. Know where and how to shut off electricity, gas, and water service. Locate the safest locations in each room away from windows and potential falling objects.
2. Response:
  - a) A designated safe spot outside is the safest place to move in case of an earthquake.  
*Note: This spot should always be away from the building, trees, playground structures, fences, utility wires, or anything else that might fall on you. Ensure that all children and staff know where to go if they need to leave the building in an emergency.*

The designated safe spot outside is identified as the “Emergency Assembly Point” for the center and is located at the South side of the facility in the athletic field. The evacuation routes and the Assembly point are clearly marked in the facility plan (ref fig 1).

- b) The Earthquake Evacuation announcement for the center campus sounds like this:
  1. *Evacuation to outside - “The Campus is currently experiencing Earthquake. Please proceed immediately to the Emergency Assembly Point”*
  2. *Stay inside - “The Campus is currently experiencing Earthquake. Please drop to the ground, take cover under a firm support and hold on until the shaking stops. Do not move and wait for further announcement”*
- c) The ERT Leader shall initiate the following response actions -
  1. Activate the Evacuation announcement. The announcement shall initiate the Emergency Response Team’s actions as explained in Sec 2.0.  
*Note, evacuation to outside shall be initiated only if it is not shaking and the ERT Leader shall decide to do so after consulting with other Emergency responders.*
- d) Once in the open, the following response actions shall be initiated in addition to the response team responsibilities explained in Section 2.0 of the plan -
  1. Kneel or sit on the ground and cover your head and face with your hands
  2. Stay there until All Clear announcement is made
- e) It is not recommended to evacuate to outside during the shaking. Falling bricks and debris just outside of the building could be a major concern in such situations.

If inside, during an earthquake, the following response actions shall be initiated –

- Upon hearing the announcement (to remain inside) or at the first sign of shaking -
- i. **Drop** to the ground
  - ii. Take **Cover** by getting under a sturdy table or other piece of furniture.
  - iii. **Hold** on until the shaking stops.

This is further explained below -

- i. **Kneel down under a desk, table, or bench.** If there aren't enough sturdy pieces of furniture to get under, kneel next to an interior wall but away from windows, overhead light fixtures, and tall pieces of furniture that might fall over.
  - ii. **Stay under cover until the shaking stops** (at least one minute). Face away from windows, and bend your head close to your knees.
  - iii. **Hold on to the table leg or desk** (a few inches above the ground to avoid pinching fingers). Cover your eyes with your other hand. If your "shelter" moves, move with it. If you don't have a "shelter" to hang on to, clasp your hands on the back of your neck to protect your face.
- g) ERT Leader shall maintain constant communication with the External ERT support contacts over the walkie-talkie or phone for expert advice/ consultation
- f) Should evacuation of the center be indicated, ERT Leader shall go out and make sure the evacuation route and meeting point are safe
- h) ERT Leader shall request the External ERT support for their support during evacuation
- i) Refer to the Evacuation Section (4.10) of the plan

### 3.15 FLOODING

Flooding may result from heavy precipitation and build over several days or occur rapidly in the form of flash floods. Heavy rainfall as a result of Hurricanes, strong persistent thunderstorms etc., may also produce flooding.

A Flood Watch means that a Flood is likely over a large area, but the occurrence is neither certain nor imminent, A Flood Warning means that a Flood is indicated by monitoring stations in a specific area and most likely to happen in less than 48 hours.

A flash flood watch means that the potential exists for heavy rains to create flash flooding in the next 6 to 24 hours and a flash flood warning means that Flash Flood conditions are occurring or are expected to occur in the next 6 hours.

Cummins Child Care Center have established the following sources of communication to receive early flood/ flash flood warning -

1. Columbus Engine Plant – Gate #1 security - level scale on 7<sup>th</sup> St Bridge
  2. Cummins Technical Center Security – on-site monitoring on the state street bridge
  3. CCDC on-site creek level monitoring - level scale on 7<sup>th</sup> St Bridge
  4. Columbus Alerts Email service – NOAA weather alerts for Columbus City
  5. QMIX 107.3 FM radio – NOAA weather alerts
  6. NOAA Website - <http://www.crh.noaa.gov/ind>
  7. Creek Levels updates - <http://water.weather.gov>
- a. Flood Watch - If the National Weather Service issues a Flood Watch for Bartholomew County, the ERT Leader shall respond with a heightened sense of awareness, by watching for changing conditions that may precede dangerous weather. The ERT Leader shall inform all the teachers and staff about the situation.
  - b. Flash Flood Watch/ Warning or Flood Warning - If the National Weather Service issues a Flash Flood Watch/ Warning or Flood Warning for Bartholomew County, or at the discretion of the ERT Leader (depending on changing weather conditions) he/ she may elect to coordinate to inform parents via text messaging or other methods described above to make arrangements to have their children picked up within ONE HOUR TIME. This decision will be dependent upon the various sources of information available to the ERT Leader. Notification shall be made to parents via text messaging or other methods described above.

A Flood usually is forecast and not a surprise. A Flash flood may still occur all of a sudden, but the possibility of such a disaster is very rare in Columbus. In the most unlikely situations, if flooding is experienced while the center is in operation, the ERT Leader shall initiate the following response actions-

1. Activate the Severe Weather Take Cover announcement. This shall initiate the Emergency Response Team's actions as explained in Sec 2.0
2. Remain indoors and monitor radio bulletins and weather forecasts as often as possible
3. Activate the hotline communication (walkie-talkie or phone) for frequent updates from CTC and CEP emergency contacts
4. ERT Leader shall maintain constant communication with the External ERT support contacts over the walkie-talkie for expert advice/ consultation
5. Continuously monitor the water level on the 7<sup>th</sup> St Bridge
6. If the phones go out, ERT Leaders shall check his/ her cellular phone to see if it is operational. Limit calls to emergency use only.
7. Should evacuation of the daycare center be indicated (*as advised by External ERT contacts or if water level on the 7<sup>th</sup> St Bridge level scale indicates a need to evacuate the center*), ERT Leader shall go out and make sure the evacuation route and meeting point are safe
8. If needed, staff shall safely seat their students onto the cabinet/countertops in their classrooms until such time when they can be evacuated to waiting transportation. Infants shall be seated in the rolling cribs.
9. Refer to the Evacuation Section (4.10) of the plan

### **3.17 POWER OUTAGE**

The center is equipped with an emergency backup generator to cater to its electricity supply needs in the event of loss of electrical power. A very unlikely Power Outage is possible only upon failure of the emergency backup generator in the event of loss of electrical power from main supply lines.

If such a situation arises wherein the center loses both its main power supply and the emergency back up supply, the ERT Leader shall initiate the following response actions –

1. If the power outage is a result of a major emergency situation (e.g., tornado, earthquake etc.), follow the plan for the relevant section until the emergency situation is over and an all-clear is signaled/ announced
2. If the power outage is not a result of a major emergency situation and/ or it is assessed safe to remain inside the Center after the outage, immediately report loss of electrical power to Duke Energy local support and Central Facilities contact (refer Section 1.11)
3. Direct staff and children safely to areas with natural light or emergency lighting
4. If inside a shelter room, remain inside until the all-clear is signaled/ announced
5. Check Refrigeration of food materials and ability to prepare meals, or plan for alternate arrangements
6. Inspect operation of security smoke/fire detectors, sprinklers, emergency lighting, ventilation, and telephone systems.
7. ERT Leader shall maintain constant communication with the External ERT support contacts over the walkie-talkie or phone for expert advice/ consultation
8. ERT Leader shall request the External ERT support for appropriate support
9. Should evacuation of the daycare center be indicated, the ERT Leader or a designee shall go out and make sure the evacuation route and meeting point are safe
10. Also refer to the Evacuation Section (4.10) of the plan

### **3.18 FIRE**

Fire can occur for many reasons, including as a result of damage from an earthquake, damaging wind or damage to electrical equipment, fire spread from kitchen burners etc.

Evacuation is the highest priority. Only after everyone is safely out of the daycare center should extinguishing small fires be considered.

Only staffs who are trained to operate extinguishers shall use them. *Only attempt to extinguish trashcan-sized or smaller fires. Never put yourself in danger.*

In the event of a fire emergency, the following steps shall be initiated in addition to the response team responsibilities explained in Section 2.0 of the plan –

1. Any person noticing a fire (or smoke) shall immediately activate the fire alarm. The center is equipped with the following –

**a) Pull Stations**

Pull Stations on the North Side (6)

- Mechanical Room
- Kitchen
- Toddler One
- Toddler Two
- Toddler Three
- Transitioning Toddler Four

Pull Stations on the East Side (7)

- Lobby
- Infant One
- Infant Two
- Infant Three
- Transitioning Infant Four
- Preschool One
- Preschool Two

Pull Stations on the South Side (6)

- End of Southeast Hallway
- Pre-Kindergarten One
- Pre-Kindergarten Two
- Kindergarten
- Educational Enhancement Room
- End of Southwest Hallway

Pull Stations on the West Side (5)

- Early Preschool One
- Early Preschool Two
- Commons
- Early Preschool Three
- Transitioning Early Preschool Four

*Total numbers of pull stations: 25 and includes one pull station located outside the door of the outside commons playground area.*

**b) Fire Extinguishers**

Fire Extinguishers on the North Side (3)

- Office
- Kitchen
- Kitchen

Fire Extinguishers on the East Side (2)

- Outside women bathroom door
- Toddler Commons area

Fire Extinguishers on the South Side (1)

- In hallways between Pre-Kindergarten Two and Kindergarten

Fire Extinguishers on the West Side (2)

- Indoor commons area
- Computer area

*Total number of Fire Extinguisher: 7*



2. ERT Leader shall call 911, indicating the need for assistance from the fire department and law enforcement
3. Activate the hotline communication for informing CTC and CEP emergency contacts regarding the emergency and seek support
4. The fire alarm and the PA announcement shall immediately initiate the center evacuation process starting from the area of the fire (*always stay low as smoke and heated gasses collect near the ceiling first*)
5. Also refer to the Evacuation Section (4.10) of the plan
6. All windows and doors in the facility should be closed, and all electrical switches and breakers turned off. However, do not waste time doing this if the condition is an emergency
7. Upon the arrival of the fire department the ERT Leader, or designee, shall establish contact with the senior fire department official and coordinate subsequent activities with him or her
8. Ensure that no re-entry is attempted until authorized by the fire department

### **3.19 CHEMICAL SPILLS**

Chemical Spill incidents may occur in nearby factories or as a result of road accidents involving vehicles carrying toxic or hazardous chemicals.

Information regarding such incidents will be notified by the Columbus Police Department and/ or Cummins Emergency Response team contacts. In the event of chemical spill incidents external to the Center, the ERT Leader shall initiate the following response actions in addition to the response team responsibilities explained in Section 2.0 of the plan -

1. All the children shall be gathered together inside the facility in their normal rooms. Access in and out of the facility should be limited to emergency personnel only
2. Ensure all Cummins Child Development Center staff and children are in the building (outside playground areas are empty)
3. Ensure all doors and windows are closed and secured
4. If needed, Shut off all HVAC systems to isolate the outside air from the building
5. If needed, Shut off all Card Access Systems to the facility to prevent exposure for the outdoors
6. Post signs on doors to notify parents that they are unable to enter until the “All Clear” is given by Emergency Personnel
7. ERT Leader shall contact External ERT contacts for timely updates possible
8. Remain in the building until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered
9. Follow all instructions given by Columbus Police Department and/ or External ERT contacts
10. Should evacuation of the daycare center be indicated, the ERT Leader or a designee shall go out and make sure the evacuation route and meeting point are safe
11. ERT Leader shall request the External ERT support for appropriate support
12. Also refer to the Evacuation Section (4.10) of the plan

### **3.20 BOMB THREAT OR SUSPICIOUS ARTICLE/ MESSAGE**

Calls of a threatening nature are required to be recorded as accurately as possible and reported to the police. Depending on the nature of the call, immediate action shall be taken to protect lives and property, including evacuation. A threat to personal safety shall never be discounted as a hoax.

In the event of bomb threat or suspicious article or message, the following response actions shall be initiated in addition to the response team responsibilities explained in Section 2.0 of the plan –

1. Record threatening message carefully with attention to details outlined in Attachment 5-2. If caller ID is operational, record telephone number
2. Call 911 and notify police immediately
3. Do not attempt to move a suspicious article, package, or letter
4. Should evacuation of the daycare center be indicated, the ERT Leader or a designee shall go out and make sure the evacuation route and meeting point are safe
5. ERT Leader shall request the External ERT support for appropriate support
6. Also refer to the Evacuation Section (4.10) of the plan
7. Should a **Lock Down** Situation be implemented, the following actions shall be initiated –

- a. All the children shall be gathered together inside the facility in their normal rooms
- b. Access in and out of the facility must be limited to emergency personnel only
- c. ERT Leader shall announce **“All Cell Phone, Pagers, Radios and/or Walkie Talkies Must Be Turned Off At Once!”**
- d. Ensure all staff and children are in the building (outside playground areas are empty)
- e. Ensure all doors and windows are closed and secured
- f. If needed, shut off all HVAC systems to isolate the outside air from the building
- g. If needed, shut off all Card Access Systems to the facility to prevent exposure from the outdoors
- h. Post signs on doors to notify parents that they are unable to enter until the “All Clear” is given by Emergency Personnel
- i. ERT Leader shall contact the Director of Facilities and/or Cummins Liaison
- j. Remain in the building until notified by emergency response authorities that the situation has been resolved or that an evacuation has been ordered
- k. Follow all instructions given by Emergency Personnel

**3.21 PERSONAL SAFETY**

Personal safety involves responding to events such as a medical emergency or security.

**3.22 MEDICAL EMERGENCY**

Initial first aid response to medical problems and prompt notification of emergency medical/ rescue is vital.

1. Medical Emergency – Child

When a child is seriously injured or ill, the following actions shall be initiated -

**Step#1**

**Staff 1:** The first adult who realized that a child is in need of immediate medical care should remain calm and assess the situation. Immediately call for first aider’s help (or begin first aid if you are trained to provide first aid and CPR)

<u><b>Is the Child breathing?</b></u>	
↙ NO	↘ YES
Begin mouth-to-mouth resuscitation. Continue until help arrives.	Does the child have a pulse?
↙ NO	↘ YES
Begin CPR. Continue until help arrives	Is the injury due to a fall?
↙ NO	↘ YES
Assess nature of injury or illness. Give appropriate response according to appropriate first aid measures	Do not move child.
	Keep child comfortable until help arrives.

**Staff 2:**

- a. Contact **911** if the situation warrants it or wait for the ERT leader on-site to arrive. Be prepared to give exact information on the injury/illness to the emergency dispatch person and the address of the center - **650 Pleasant Grove Columbus, Indiana 47201**
- b. Ask a neighboring classroom teacher to alert the ERT Leader.
- c. Calmly begin moving the rest of the children to another part of the Center.

**Step #2**

**If the injury requires emergency medical services (EMS) and transport to the hospital:**

- a. Give the paramedics a copy of the enrollment card that has the parent’s consent for medical treatment.
- b. Find out what hospital the child will be taken to.
- c. A faculty or administrator should accompany the child to the hospital.
- d. The director or designee should call the parent continuously until contact is made.
- e. Contact Center liaison and Bright Horizons’ Regional Manger.

**If the injury is not life threatening:**

- a. The director or designee should call the parents continuously until contact is made.
- b. A faculty or administrator should plan to go with the parent and child to the hospital or appropriate medical facility if the child requires special handling or the parent would benefit from additional adult assistance due to the trauma.

**Step #3**

Once the immediate emergency is fully managed the attending teacher and administrator should complete an accident report as a record of the incident. This report is then signed by the parent and placed in the child’s permanent record.

When an adult/staff is seriously injured or ill, follow these procedures:

- 2. Medical Emergency – Adult

**Step #1**

**Staff 1:** The first person that realized that an adult/staff is in need of immediate medical care should remain calm and assess the situation. If the victim is a co-worker and you are alone, call for help from the adjacent classroom.

<u><b>Is the Adult breathing?</b></u>	
<p>↙</p> <p>NO</p> <p>Begin mouth-to-mouth resuscitation. Continue until help arrives.</p>	<p>↘</p> <p>YES</p> <p>Does the adult have a pulse?</p>
<p>↙</p> <p>NO</p> <p>Begin CPR. Continue until help arrives</p>	<p>↘</p> <p>YES</p> <p>Is the injury due to a fall?</p>
<p>↙</p> <p>NO</p> <p>Assess nature of injury or illness. Give appropriate response according to appropriate first aid measures</p>	<p>↘</p> <p>YES</p> <p>Do not move the adult.</p> <p>Keep him/ her comfortable until help arrives.</p>

**Staff 2:**

- a. Contact **911** if the situation warrants it or wait for the administrator on-site to arrive. Be prepared to give exact information on the injury/illness to the emergency dispatch person and the address of the center - **650 Pleasant Grove Columbus, Indiana. 47201**
- b. Ask a neighboring classroom teacher to alert the ERT Leader
- c. Calmly begin moving the adult/staff to another part of the center if the adult is in the room (away from the children)

**Step #2**

If the injury requires emergency medical services (EMS) and transport to the hospital:

- a. Give the paramedics a copy of the emergency card that has the adult/staff consent for medical treatment.

- b. Find out what hospital the adult/staff will be taken to.
- c. A staff or ERT member should accompany the adult to the hospital.
- d. If an emergency contact is on file at the center, the ERT Leader shall arrange to call this person and give them information about the incident.

**If the injury is not life threatening:**

- a. A faculty or ERT member shall go with the adult to the hospital or appropriate medical facility by private car or by **calling 911 and asking for transport only.**

**Step #3**

Once the immediate emergency is fully managed the attending staff and ERT Leader must complete an accident report as a record of the incident. This report is placed in the adult's permanent record if they are a center employee or filed at the center as a record for any later claims.

**3.23 MISSING CHILD**

1. Prompt notification of the police, by calling 911, should be made by the ERT Leader or a designee once initial search of the facility is made, or attempts to confirm location such as confirmed pick up by family etc.,
2. Conduct search of all areas of facility and immediate surrounding area
3. Notify police so that a perimeter can be established for search
4. ERT Leader shall make all other required notifications, including notifying the child's parents, Cummins officials etc.,

**3.24 POTENTIALLY VIOLENT SITUATIONS – (hostage situation, disgruntled employees, unstable custody)**

Potentially violent situations require expert teamwork on the part of administrators and the local Police Department. The idea behind a selective evacuation is that it enables large numbers of children and faculty to move out of harm's way when an individual is on-site who is potentially violent. In some cases, there will only be time to contact 911 and to briefly engage the potential aggressor in dialogue before they may take action. In other cases, the potential aggressor may engage for longer periods of time seek an audience with others while at the site.

If a potentially violent individual gains access to your facility and leaves:

1. Call 911 to immediately notify Police Department.
2. Locate the potential aggressor. Indicate to Police and External ERT support that you may have a condition for a selective evacuation. Determine who is best equipped to engage the potentially violent individual. If you have any reason to believe the individual has a weapon, order a selective evacuation from non-affected areas.
3. Try to isolate the potentially aggressor from as many adults and children as possible. Seek to draw the individual(s) to the office, break room, conference or other less populated space. If they have entered a classroom seek to draw them into the least utilized portion of the room.
4. Engage the potential aggressor in agreeable conversation to de-escalate situation. Understand their distress and their desire. For Example: "I want you to be able to see your daughter too. This is difficult situation that has happened between you and your spouse. I have called the police who may be able to assist you in getting what you want. They should be here shortly and I'm sure they'll listen to what you have to say."
5. Do not physically restrain or block their movements since this could incite violence.
6. If the individual cannot be isolated and chooses to leave the premises, allow them the freedom to exit making sure to note their car make and model, license plate and the direction of their travel. Communicate this immediately to the 911 dispatcher.

If a potentially violent individual gains access to your facility and remains:

1. Follow step 1 through 5 above.

2. While you are engaging the potentially violent individual, the other staff should direct unaffected classrooms to move to location around the facility that area farthest from the incident point. This selective evacuation should proceed room by room and as orderly and quietly as possible, being careful to use routes not visible to the incident point.
3. The other staff should also make sure no other individuals, other than emergency personnel, enter the space you have isolated the potentially violent individual.
4. Once the police arrive they will take over the situation, negotiate and dictate further movements.
5. If a decision is made to Evacuate while negotiations go on, activate the emergency response team protocol.

#### **4.0 Protective Actions (Evacuation and Shelter-in-place)**

##### **4.10 Evacuation**

There are two types of evacuations designed for the center as explained below and the ERT Leader shall decide to choose the appropriate evacuation based on the type and extent of impact of the emergency situation on the center.

1. On-site evacuation, where students and staff are removed from the center to a safe location on the premises or nearby property (typically in the event of a fire emergency etc)
2. Off-site evacuation, where staff and students are transported to another location for their safety. In off-site evacuation, students and staffs are removed from the center to a pre-identified safe location away from the center.

The Guiding Principles for any evacuation are:

1. Get out of the building as quickly and safely as possible.
2. Once outside, get away from the building to stay out of harm's way
3. Go to the closest Assembly Area to obtain additional instructions and information regarding the emergency event.

The following are the steps common to both types of evacuation –

1. If evacuation of the daycare center is indicated, ERT Leader shall go out and make sure the evacuation route and meeting point are safe
2. ERT Leader shall Activate the Evacuation announcement (The center evacuation announcement shall sounds like this (“*The Campus is currently experiencing (state what type of Emergency). Please proceed immediately to Evacuation Shelter at the South Side of the campus. Stay in the shelter until an all clear announcement is made*” )
3. ERT Leader shall request the External ERT support for appropriate support
4. Upon hearing the alarm/ announcement or if contacted by the ERT Leader or other ERT members, staff shall assist children, other staff, visitors and guests to evacuate the building through the nearest safe exit (*refer fig 1 for exit route details*)
5. Staff shall not attempt to secure or recover items of clothing or personal property after an alarm has sounded
6. Remain Calm. Feel doors before opening. If the door is hot or smoke is seeping in, do not open the door. Take the alternate evacuation route. If the door is cold, open cautiously. If caught in smoke or heat, instruct the people you are assisting to get down on the floor or ground where air is better. Take short breaths through your nose until you reach a clear area. Take utmost caution while assisting students (especially infants and toddlers) in these circumstances.
7. Go to the nearest Assembly Area and await further instruction. ERT members shall account for all students and visitors/ guests they are assisting and inform the Primary Manager or the designee.
8. Parents shall not be allowed to remove a child from the custody of the center during the evacuation. Once all children are accounted for parents may be allowed to sign out their children, solely upon ERT Leader's discretion.

### **On-site evacuation –**

The on-site evacuation location or the Primary evacuation spot for CCDC is located Southside of the CCDC building safely away from the periphery of the building and away from large trees and electric poles. The primary evacuation spot is located within walking distance and is also utilized as a staging ground until students are either taken back to the CCDC after an “All Clear” signal or transported to the secondary evacuation spot if an off-site evacuation is indicated.

### **Off- site evacuation –**

1. An off-site evacuation will require transportation. CCDC have identified Columbus Engine Plant (CEP), Gate #96, as the primary off-site evacuation location and have maintained the following arrangements to ensure safe and speedy transportation and comfortable stay -
  - a. ERT Leader shall Activate the Offsite Evacuation preparedness announcement (The announcement shall sound like this (*“The Campus is currently experiencing (state the type of Emergency). Please be prepared for an off-site evacuation”* )
  - b. Upon hearing the alarm/ announcement or if contacted by the ERT Leader or other ERT members, staff shall prepare children, other staff, visitors and guests to evacuate the building. This shall also initiate the Emergency Response Team’s actions as explained in Sec 2.0. The ERT members shall ensure availability of all necessary items to be transported to the off-site location at this point.
  - c. ERT Leader shall contact the Bus Transportation Agency (BCSC) for dispatch of the required number of buses to the center. ERT Leader shall provide all required information regarding nature and type of emergency, safest travel routes (if this information is available), total number of persons (children, staff and others) to be transported, off-site evacuation location, special needs (if any) etc.
  - d. ERT Leader shall request the External ERT support for appropriate support, including alerting CEP ERT to set up the evacuation space in the CEP facility
  - e. Call 911 to immediately notify Police Department for evacuation support
  - f. Upon arrival of the Buses, ERT Leader shall Activate the Offsite Evacuation announcement (The announcement shall sounds like this (*“The Campus is currently experiencing (state what type of Emergency). Please proceed to the Bus parking area for an off-site evacuation”* )
  - g. In unlikely situations, it may be required to first carry out an on-site evacuation and then do the off-site evacuation. ERT Leader shall decide this based on the situation (especially during the times when staying within the building while waiting for the buses to arrive is determined unsafe for the children and staff)
  - h. Upon hearing the alarm/ announcement or if contacted by the ERT Leader or other ERT members, staff shall assist children, other staff, visitors and guests to evacuate the building and board the buses in an orderly way.
  - i. After arriving at the off-site evacuation location, ERT Leader shall report to the location ERT Leader who shall then be in charge of care and responsibility of CCDC staff, students and visitors.
  - j. The off-site evacuation spot shall be the reunion site for the parents to pick their child(ren), if allowed by the ERT Leader. Reunion site shall be the only place where parents can claim children after an off-site evacuation.

### **4.11 Shelter in Place**

A shelter-in-place procedure shall be implemented when a situation occurs that may be a hazard to health or is life threatening. It shall be used when it is safer to keep the students inside the building rather than expose them to possible harm by allowing them to leave the building. Tornado warnings may all trigger a shelter in place to secure the students.

Once a shelter in place is called the center shall remain in that condition until the “All Clear” is given or an on-site or off-site evacuation is indicated depending on type and nature of the emergency and its impact on the center.

### 5-1A Evacuation Checklist

1. Check attendance and compile an accurate attendance list daily – **Teachers**
2. Use the list during evacuation and take along during transport to host facility – **Teachers**
3. Account for all children, staff and visitors during evacuation process – **Tracking sheet, check in book and time clock**
4. Transport all necessary medications, first aid kit, and emergency cards – **Medication and emergency cards are in the locked cabinet in each classroom. Teacher must carry all items to the evacuation location.**
5. Coordinate all actions with community public safety and/or emergency management officials – **911, CEP & CTC Emergency Response Contacts**
6. Confirm required transportation resources and arrival time – **Bartholomew Consolidated School Corporation**
7. Determine host facility based on situation
  - a. **Columbus Engine Plant – Primary access through Gate No. 96**
8. Contact host facility for arrival of children and staff – **Call Ryan Genth, ERT Leader or Plant 1 Security**
9. Notify families of evacuation and host facility information –**Text messages, Phone calls, notice displayed outside CCDC facility, website**
10. Make arrangements for support of children at host facility until reunited with families or return to evacuated facility – **Emergency cards, medication boxes, first aid kits, tracking sheets per each classroom.**
11. Maintain a record of expenses and log of actions taken by staff during evacuation such as names of contacts, times of calls, departure/ arrival times, etc. to document evacuation process – **ERT Leader**

### 5-1B Parent/Guardian Emergency Evacuation Plan Information

In the event of an emergency situation that requires evacuation of CCDC facility, one of the following plans shall be implemented. In all situations, the person in charge when evacuating shall take:

- an accurate attendance list
- account for all children and staff as they board/depart vehicles
- bring any necessary medications, first aid kits, and emergency cards.
- a cellular telephone, if available for emergency notifications.

1. If the emergency is confined to the IMMEDIATE AREA of CCDC, e.g. fire, or hazardous materials release, and the children cannot remain on the premises, the children will be re-located to Columbus Engine Plant (CEP, Gate #96). They will remain at this location accompanied by center personnel, teachers and emergency responders while parents/emergency contacts are notified and arrangements are made to either transport home or care taking for the remainder of the day.

- a. In the event that a physical examination is recommended due to the nature of the emergency, children will be transported to Cummins Regional Hospital 2400 East 17<sup>th</sup> Street Columbus, IN 47201 where they will be provided appropriate medical treatment.
- b. Parents/emergency contacts will be informed of this location or other facility if required.

2. In the event of a major emergency that necessitates a large scale evacuation involving the places of safety listed above, evacuation arrangements may be coordinated with community public safety/emergency management officials to locate places of safety that can safely accommodate the children and CCDC staff. This information will be provided to parents/ emergency contacts so that they may make arrangements for transportation to home or care taking.

**5-2 Bomb Threat Checklist**

1. Person receiving the call or message \_\_\_\_\_

Time received \_\_\_\_\_ ended \_\_\_\_\_

2. Exact words of the caller or written message:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Ask these questions if you can:

Where is the bomb located? \_\_\_\_\_

When will the bomb go off? \_\_\_\_\_

What type of bomb or explosives? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Who is responsible for the bomb? \_\_\_\_\_

Why was the bomb placed? \_\_\_\_\_

What is the name of the caller? \_\_\_\_\_

How old are you? \_\_\_\_\_

4. Describe the caller's voice:

Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Teenage \_\_\_\_\_ Child \_\_\_\_\_

Accent \_\_\_\_\_ Slow \_\_\_\_\_ Speech Impediment \_\_\_\_\_ Fast \_\_\_\_\_

Affected \_\_\_\_\_ Normal \_\_\_\_\_ Excited \_\_\_\_\_ Drug-alcohol \_\_\_\_\_ Loud \_\_\_\_\_

Soft \_\_\_\_\_ Disguised \_\_\_\_\_ Other \_\_\_\_\_ Estimated Age \_\_\_\_\_

Is the voice familiar? \_\_\_\_\_ Who does it sound like? \_\_\_\_\_

5. Background sounds that can be heard:

Music \_\_\_\_\_ Conversations \_\_\_\_\_ Typing \_\_\_\_\_ Children \_\_\_\_\_ Cars \_\_\_\_\_

Mechanical or machinery \_\_\_\_\_ Other \_\_\_\_\_

6. Additional Information/ Notes, if any \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## ANNEXURE A

### Items maintained in Emergency Back Pack.

<u>Item</u>	<u>Quantity</u>
Disposable gloves	1 box
Sealable nonporous plastic bags of disposal of bloody materials	1 bag
Scissors	2
Tweezers	2
Thermometer	2
Bandage tape	2 rolls
Sterile gauze pads and band aids	2 boxes
Flexible roller gauze	1
Triangular bandage	1 box
Safety pins	1 bag
Eye dressing	2
Pen/pencil and note pad	2 small
Cold pack	1
Current American Red Cross Standards	1
Coins for use in a pay phone	\$5.00
Insect sting preparation	1
Small plastic or metal splints or rolled magazine or newspaper	1
Soap	1
Kleenex	1 box
Cups	10 small
Hand Sanitizer (exp. date)	1/ 2012
Flashlight	1
Whistle	1
Can opener	1
Batteries	4
Radio	1
Wipes	1
Charcoal Pills (exp.) 2012	1 bottle
Small First Aid Kit	1
Emergency contact numbers – updated list	1 box

**Misc - THE ORGANIZATIONAL CHART: ROLES & RESPONSIBILITIES**

- List all staff: Names, Addresses, Phone Numbers, both Regular and Emergency, list position in Program
- For each person list who that person reports to...list in order of responsibility...at a glance shows who's in charge if someone above unable to respond
- List Role and Responsibility in an Emergency, Consider overlaps in case someone not able to fulfill role.
- Answer these questions:
  - Who will provide First Aid? Rebecca Bunch, Kathy Yeager, & Victoria Baker
  - Who will take any Medications? Teachers
  - Who will take First Aid Kit? Teachers, and a member of management
  - Who will take Attendance Lists? Teachers
  - Who will take Emergency Information on each child? Teachers and management
  - Who will call for help? Manager
  - Who will carry Cellular Phone? Everyone
  - Who will carry Emergency Kits out? Teachers and management
  - Which Groups of children go with which Staff? They stay with their classroom teachers
  - Who makes sure everyone is out of the building? Management
- Share list with staff...Discuss it so that there are no surprises during an Emergency. Everyone should know their primary and back up responsibilities.

# Parental Acknowledgement Page

I, \_\_\_\_\_ parent of  
(print name)

\_\_\_\_\_, a student at Cummins Child Development  
Center acknowledge receipt of the Crisis/Emergency Response Plan on  
\_\_\_\_\_.  
(print date)

Signature : \_\_\_\_\_