

# Cummins Child Development Center Emergency Procedures



## Fire Emergency



Horn Alarm and Strobe Lights  
and/or Intercom Announcement:

The building intercom system may be used to provide specific instructions for properly leaving the building i.e., building occupants may be required to use "precise" or "limited" evacuation routes for evacuee safety.

### LEAVE THE FIRE SCENE - MOVE TO SAFETY

- Report all fires as soon as possible. Telephone the 9-1-1 Reporting Center and/or activate the nearest fire pull-station.
- To report a fire by telephone, identify yourself and provide the exact business address: 650 Pleasant Grove, Columbus, Indiana.
- Describe the fire emergency and any associated hazards i.e., injuries, etc.
- In the event of a fire alarm immediately move the children out of the building by the nearest emergency exit route.
- Do not stop to gather personal belongings.
- Check bathrooms and any other out-of-the-way areas to ensure everyone has been notified.
- Assign someone to hold the doors open for children.
- Encourage children to continue walking and to remain calm and quiet.

- Escort visitors and/or others that may require assistance.
- Follow the exit signs to the building exterior.
- Exit the building in a quick and orderly manner.
- Move away from the building to your designated Evacuation Assembly Area.
- Assemble the children by classroom. Account for all children and other building occupants. Report anyone missing.
- Remain assembled together. Be prepared to move children to an alternate assembly location.
- Do not return to the building. Stay a safe distance away from the building until the "all-clear" is declared by the authorities.
- Keep driveways and sidewalks clear for emergency operations.

## Severe Weather



Intercom Announcement:

"Attention... Attention... A severe weather condition has been reported for the Columbus area. Proceed to your designated storm shelter at once and wait for further instructions."

### MOVE TO YOUR DESIGNATED STORM SHELTER

- In the event of a severe weather alarm move the children at once into their designated interior storm room for assembly. Do not go outside.
- Walk quickly and orderly. Do not stop to gather personal belongings.

- Once inside the storm shelter instruct the children to get into a kneeling position with their heads between their knees and hands covering their head.
- Remain in storm room until the all-clear is announced.

## Medical Emergency



Any life-threatening or serious illness or injury requires immediate medical attention; i.e., heart attack, stroke, unconsciousness, broken bones, large cuts, etc.

### SUMMON EMERGENCY MEDICAL CARE

- Report all medical emergencies as soon as possible. Telephone the 9-1-1 Reporting Center at once.
- Identify yourself and provide the exact location and business address: 650 Pleasant Grove, Columbus, Indiana.
- Be prepared to answer: What is the problem or what happened? Is the victim conscious? Is the victim breathing? How many people are hurt? Are there any associated hazards? What is the telephone where the call is being placed or call back number?

- Provide first aid care if you are qualified. Seek help from bystanders.
- Avoid contact with blood and/or other bodily fluids if possible.
- Do not move a seriously injured and/or ill victim unless their life or health is threatened by dangerous conditions. Wait for response personnel when possible. Provide comfort and reassurance to the victim.

## Earthquake



Strikes Without Warning  
Sudden Ground Movement

### PROTECT AGAINST FALLING OBJECTS AT ONCE

- **If indoors during an earthquake:** Instruct the children to immediately get under anything that offers protection from falling or overturned objects i.e., get under a desk or table. Stay away from outside walls and windows.
- **If outdoors during earthquake:** Move the children to an open area away from the buildings, walls, power lines, etc.

- **If driving during earthquake:** Stop the side of the road. Avoid overpasses and bridges.
- **After the earthquake:** If there is no immediate danger where you are located and lighting is not available for safe evacuation, remain still and wait for rescue assistance. If visibility is good, choose your exit carefully and proceed slowly. Do not use telephone or vehicle unless in an emergency.

## Flood



Intercom Announcement:

"Attention... A Flood Watch/Warning has been reported for the Columbus area. Proceed to your designated area and wait for further instructions."

- **Stand By Alert:** This action is used to alert the staff and the children to place them on stand by until further information.
- **Off-Site Evacuation:** This action is used after the decision is made that it is safer to leave the center than to remain on site.
- **Secure Building:** This action is used when a flood is present and an evacuation of the building could pose more of a danger. (Excluding Emergency Personnel)

- **Shelter in Place: (Lock Down)** This action is used after the decision is made that being indoors would provide a greater level of protection to the children and staff.

**Note: Flood Watch:** Flooding is possible be on alert  
**Flood Warning:** Flooding is imminent and necessary precautions should begin

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|--|--------------------------|----|--------------------|
|  | Primary Exit Route       | I  | Infant             |
|  | Secondary Exit Route     | T  | Toddler            |
|  | Evacuation Assembly Area | EP | Early Pre School   |
|  | Storm Assembly Shelter   | P  | Preschool          |
|  | Fire Alarm Pull-Station  | K  | Kindergarten       |
|  | Fire Extinguisher        | PK | Pre-kindergarten   |
|  |                          | TT | Transitional Two   |
|  |                          | MP | Multi-Purpose Room |

