

Dolores Doré Eccles

Center

For Early Care and Education

Emergency Response Plans

Responding to a Medical Emergency or Serious Injury

Life Threatening Illness or Injury

- Have an adult contact 911 and request medical assistance immediately.
- A teacher with First Aid/CPR training should administer appropriate medical attention until emergency personnel arrive.
- Contact the parents/guardians and/or emergency contacts immediately.
- Other teachers should remove the other children from the situation (take them into another classroom or area), reassure them, and keep them calm.
- Only emergency personnel can transport a life threatening illness or injury.
- If it is necessary, a teacher will remain with the child at all times, including during medical transport and at the hospital, until parents/guardians or emergency contacts arrive.
- The accompanying teacher should take a copy of the child's medical form, emergency contact info, and consent form.

Injury or Illness that Requires Medical Attention

- Call the parents/guardians and/or emergency contacts to notify them of the situation and to instruct them to come and take the child to seek medical attention.
- A teacher with First Aid/CPR training should administer appropriate medical attention until the parents/guardians and/or emergency contacts can be reached.
- In the event that contact cannot be made with parents/guardians or emergency contacts, the DDE Center will contact USU Police Dispatch and follow their instructions for medical treatment.
- A teacher should remain with the child at all times, including during medical transport and at the hospital, until parents/guardians or emergency contacts arrive.
- The accompanying teacher should take a copy of the child's medical form, emergency contact info, and consent form.

Remember:

- ✓ All injuries requiring medical attention will be recorded on the Major Injury/Incident form and reported by phone and in writing to Child Care Licensing within 24 hours of the injury.
- ✓ All minor injuries that do not need medical attention should be treated with appropriate first aid, recorded on the Minor Injury/Incident form.
- ✓ Any injury (minor or major) will be reported to the parent/guardian using the written Injury/Incident Forms and a copy will be kept on file at the center.

Procedures for Fire Alarms

If the fire alarm sounds and children are indoors:

- Gather the children together, do a head count, and immediately exit the building following the safest route on the emergency exit plan.
- When leaving the classroom take the first aid backpack, emergency contact binder, and the daily enrollment clipboard.
- Do **not** stop to put on coats or take personal items.
- The last teacher out of the classroom should do a quick sweep of the room to ensure all children are with the group, turn out the lights and shut the door.
- Once clear of the building, teachers and children will proceed to the line of trees at the east end of the building and gather in classroom groups.

If the fire alarm sounds and children are on the playground:

- Gather the children together, do a head count, and proceed to the fence gate at the east end of the playground to exit the playground area.
- Teachers should still take their daily enrollment clip board and the outside emergency pack with them when they exit the playground.
- Once clear of the building, teachers and children will proceed to the line of trees at the east end of the building and gather in classroom groups.

Once gathered:

- As soon as the children are gathered in class groups at the evacuation site, teachers will perform a headcount and ensure that all children have exited the building by comparing children with Brightwheel enrollment list.
- Teachers will keep children calm and contained at the evacuation site until an all clear has been issued by USU officials or further instructions are given by USU officials or program administration.
- If the expected wait time for building reentry will exceed 15-30 minutes (depending on weather), teachers and children will relocate to Center for Persons with Disabilities (CPD) Up to 3 Classroom.
- If we cannot return to the building that day, families will be notified and pick up unless instructed otherwise by USU Officials.

Procedures for Earthquake, Flood, Power Failure, and Water Failure

Earthquake, Flood, Power Failure, Water Failure

Earthquake

- If indoors children will take shelter under tables (or cribs in our infant/toddler classroom). If outdoors teachers will gather children along the South fence.
- If it is determined that it is unsafe to remain in the building children and Earthquake take the emergency backpack, daily enrollment clipboard, and emergency teachers will relocate to the open field west of the center. Teachers will contact information if it is safe to get them.
- USU dispatch will be notified and teachers and children will wait together until evacuation instructions have been given. Family pick up will be coordinated at this time.

Flood

- The building is located on a hill with stair access to the third story.
- In the case of an internal building flood (example, water pipe breaking), children will be evacuated to a safe part of the building or
- instructions from USU officials have been given. Family pick up will be Resource and Referral at the West end of Edith Bowen until further coordinated at this time.
- Teachers will take the emergency backpack, daily enrollment clipboard, and emergency contact information.

Power Failure

- Teachers will help the children to remain calm and carry on with normal activities. No area in the center is in total darkness due to large windows.
- A back up generator should come on in the event of an outage.
- Program administration will contact USU Dispatch and/or facilities to determine the length of the outage.
- If the generator does not work, and the outage is expected to hinder the safe operation of the center, parents/guardians or emergency contacts will be notified to pick up their child/children.

Water Failure

- Program administration will contact USU Dispatch and/or facilities to determine the nature and anticipated length of the water failure. If the
- Water failure will hinder the safe operation of the center, parents/guardians or emergency contacts will be notified to pick up their child/children.
- Hand Sanitizer and wet wipes will be used as needed for diapering and basic handwashing during the water failure.

Evacuation

Emergency Evacuation Locations:

- In the event of an emergency that forces an evacuation of the DDE Center the first point for evacuation will be the west end of the building by the HPER Turf Field.
- If USU officials have not contacted program administration within 15 minutes of the evacuation, then program administration will contact USU Emergency Management for further instructions.
- In the event that the evacuation will be longer than 15-30 minutes (depending on the weather), children and teachers will relocate to the USU Spectrum Champion Room or other appropriate site as directed by USU emergency personnel. Other sites may include: Edith Bowen Laboratory School, CPD, the HPER, or the Taggart Student Center.

Notification of Emergency Evacuation Location:

- In the event that an emergency has forced the evacuation of the DDE Center, families will be notified of the children's location and pick up arrangements via Brightwheel, email, and phone calls. In addition, the location will be named on USU's Emergency Facebook Page, which families are encouraged to "like" to receive emergency alerts.
- If possible a sign will be placed on the main outside entrance of the building notifying families of the children's location.

Directions and Transportation to Evacuation Site:

- All evacuation sites are located within walking distance on campus. Infants will be transported in the emergency evacuation cribs. If possible the two red wagons will be retrieved to help transport younger children. See attached map for building locations.

Accounting for Children during Evacuation:

- Program administration and office staff will walk through all areas of the center ensuring that all children are out of the building or playground.
- Teachers will perform head counts when exiting classrooms, the building, and at the initial evacuation point, and throughout the evacuation process.
- Brightwheel check-in lists will be compared with children present at each evacuation point.
- Teachers will continue to perform head counts and remain accountable for all children in their group until family pick up has occurred.
- Families will sign children out on the Daily Enrollment Sheet if emergency pick up is needed. Families emergency contacts should be prepared to show ID to pick up their child.

Emergency Contact Information and Medical Releases:

- In the event of an emergency evacuation teachers will take the Emergency Backpack from their classroom, which includes emergency contact information and Medical Release forms.

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Emergency Supplies:

- Each classroom maintains an emergency backpack with first aid supplies and emergency information that will be taken with them in the event of an evacuation.
- The infant and toddler classroom also maintains an emergency suitcase that contains blankets, diapers, wipes, food, and water that will be taken in the event of an evacuation.
- The program administrator, office manager, and/or director designee will ensure that a cell phone is brought along. All evacuation sites also have access to additional phones if needed.

Supervision of Children During an Evacuation:

- Children will remain with their primary teachers in their age groupings throughout the evacuation.
- Teacher: child ratios will be maintained throughout the evacuation.
- Teachers will engage in *active supervision*, just as they would on a field trip or at the center, by remaining focused on the children and their needs.
- Teachers will remain calm and reassure the children. To help keep the children calm and together teachers will sing songs, do fingerplays, etc.
- Teachers will remain in communication with each other and program administration to ensure all children are accounted for.
- No child will be left unattended or out of view of an adult.

Specific Tasks for Staff Members:

- Teachers certified in First Aid and CPR will assist with medical emergencies among the children and other teachers as needed.
- All teachers will ensure that children are supervised and accounted for throughout the evacuation. Program administration and office management will coordinate with USU Emergency Personnel and families.

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Active Shooter/Threat in ECERC Building

If an active shooter/threat is in the ECERC building priorities will be to notify campus police and protect the children.

Staff members should be prepared to lockdown on site with children or exit the building to a safe location.

If Locking Down on site:

Select a room, closet, etc. that can be secured from the inside.

Quickly get all children and teachers into the area and secure it.

Make sure classroom lights are turned off and door is shut.

Help children to stay calm and quiet.

Only leave the room when law enforcement or USU officials tell you.

If it is safe to exit the building :

- Find the quickest way out of the building . . . do not follow the fire evacuation route if there is a quicker way out.
- Ensure that all children and teachers have exited the classroom.
- Once out of the building staff must assess where the safest location for children is.
- Once in a safe location notify USU Dispatch and/or program administration where the group is located.

Active Shooter/Threat on USU Campus

If there is an active shooter/threat on campus and a lockdown has been issued and it is safe to do so, DDE center children will evacuate to the designated lock down site in the our center.

Staff should take emergency backpacks with them to the lock down site.

Staff and children will remain at the site until law enforcement or a USU official gives further instructions.

*****If it is safe to do so all groups should rendezvous USU Spectrum Champion Room. Family contact and child pick up will be coordinated from this site. If this space is not safe USU Emergency personnel will direct us to a safe evacuation site. *****

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Things to Remember During Active Shooter Threat:

- Be aware of what is happening, who is with you, and how many children you have at all times. Our primary responsibility is to protect the children.
- All staff members are expected to make informed decisions based on the situation. Do not wait for program administration or lead teachers to notify you of what to do if you feel your children are threatened.
- Make a decision based on the information you have. For example, if you hear gunshots but cannot determine where they are, locking down on site may be the best choice.

Procedures for Emergency Shut Off of Gas, Electricity, or Water

If it is determined that there is an emergency need to shut off the gas, electricity, or water USU police and facilities must be contacted immediately to perform shut off procedures for the gas, electricity, or water.