

**Attachment E
Emergency Action Plan**

Child Development Center – EVACUATION

An **EVACUATION** (either on or away from campus) is implemented to protect staff, students, and children from danger inside the Child Development Center, such as a fire or earthquake. It is used when there is a need for everyone inside the building to exit immediately.

**You will be notified by a fire alarm with flashing lights, the shaking of an earthquake,
Staff or a University Official: “Evacuate”**

In the event of a FIRE:

- Activate the fire alarm
- Call 9-1-1
- Feel doors – do NOT open hot doors
- Notify others in the building as you evacuate
- If possible, close doors behind you
- **EVACUATE (all classes to inside HFC)**

In the event of an EARTHQUAKE:

- Immediately **duck** down to the ground, take **cover** under something sturdy, **hold** on
- If no cover, kneel near an interior wall and cover your head with your arms
- Avoid dangers – windows, tall furniture, suspended lighting, etc.
- Wait until shaking stops
- **EVACUATE (all classes find a safe space near the drive thru on North side of building)**

EVACUATION Procedure (ON CAMPUS):

1. Head Teachers direct children to the nearest and safest exit and lead them out of the building
 2. Head Teachers designate another adult to be at the back of the line
 3. Assistant Teachers gather and bring needed supplies*
 4. Health & Nut. Coordinator performs 1st floor building check and reports to Director
 5. 2nd Floor Monitor performs 2nd floor building check and reports to Director
 6. HNC posts evacuation location on front door
 7. Walk to the evacuation location (**#1 Hallie Ford Center, #2 MU Quad**) or other nearby safe space
 8. Head count and roll call for children, students and staff; make a plan for anyone who is missing
 9. Assistant Teachers report status to Director or HNC
 10. Head Teachers administer first aid, as needed
 11. All Teachers maintain a secure area for children, and engage in appropriate children’s activities
 12. Per guidance of Emergency Responders, return to the building ONLY if directed to do so
 13. Director coordinates communication with children’s families, and re-unification process as needed
 14. Teachers stay with children until all are reunited with a parent/guardian/authorized person
- ❖ The Director will determine if and when to communicate both within OSU and with parents
- ❖ For details, see Emergency ACTION Plan – Communication

***NEEDED SUPPLIES:**

1. Travel Backpack: Emergency Notebook, First Aid Kit
2. Walkie Talkie & cell phones
3. iPad (with current attendance)
4. Daily Health Check (backup paper attendance)
5. Keys

EVACUATION Procedure (AWAY FROM CAMPUS):

1. Evacuate to the MU Quad, following steps #1 - 7 above
 2. For safety: adults form a circle with children in the middle and/or hold hands of children
 3. HNC coordinates transportation (vehicles or walking)
 4. Proceed to away evacuation site (ie. Benton County Fairgrounds)
 5. At site, Assistant Teachers again count children and adults to ensure everyone is accounted for
 6. Assistant Teachers report status again to Director or HNC
 7. Director coordinates communication with children's families, and re-unification process as needed
 8. Teachers stay with children until all are reunited with a parent/guardian/authorized person
-
- ❖ The Director will determine if and when to communicate both within OSU and with parents
 - ❖ For details, see Emergency ACTION Plan – Communication