

Emergency Procedures -- General

Policy

The OSU Child Development Center has emergency policies and procedures designed to guide planning and effective response in case of emergency. For procedures regarding specific plans (ie. evacuation, shelter-in-place), see 'Emergency Procedures – X.'

Procedure

- 1) **Emergency Information:** Contact and emergency information* will be collected prior to children entering the classroom. This information will be kept with children at all times, in the classroom Emergency Notebook. The Notebook and daily attendance form will be kept with the class on field trips and any time children are evacuated from the classroom.
**For additional information, see Child Health & Safety Information Policy*
- 2) **Preparedness:** Each classroom will practice a fire drill each month, and an alternate drill every other month. Teachers will record all drills on the Emergency Drill Record, kept in the classroom Emergency Notebook. Children will not be released during emergency drills. Staff will receive an orientation on all emergency procedures within the first two weeks of employment.
**For additional information, see Emergency Procedures -- Drills*
- 3) **Plans:** Evacuation maps and written procedures will be posted in all rooms used by children. A notebook and laptop containing all emergency procedures and necessary contact information will be kept at the front desk at all times and taken by staff during an evacuation.
**For additional information, see Emergency Procedures – Evacuation / Shelter-in-Place / Medical Emergency / Power Outage*
- 4) **Notification:** Teachers will notify families about practice drills in the Weekly Plan. Parents/Guardians will be informed of CDC emergency procedures during mandatory Parent Orientation and will be provided with written plans for drills, evacuation locations, communication and parent/guardian responsibilities.
- 5) **Supplies:** The CDC will maintain sufficient emergency supplies for 80 people for 3 days; including but not limited to food, water, sanitation, first aid and some comfort items. Each classroom will store its own emergency kit* and first aid supplies within the classroom. Perishable supplies will be monitored for expiration dates and rotated accordingly, non-perishable supplies will be inspected annually and re-stocked, as needed.
**For additional information, see Emergency Kit Policy*
- 6) **Meals:** The CDC stocks 72 hours' worth of meals and water for all participants, this includes some items free of meat, gluten and dairy to accommodate individuals with special diets. CDC staff will offer children and student teachers meals and snacks at appropriate intervals. Food safety practices and hygiene will be followed as much as possible.
- 7) **Communication:** If evacuating the building, a poster will be placed on the front doors with the evacuation location. Contact with parents/guardians will be made as soon as possible (the

immediate safety and security of children will always be prioritized) via the RAVE system. Telephone numbers for emergency services and poison control will be posted near all center phones; these phone numbers will also be entered into center cell phones.

**For additional information, see Emergency Procedures – Communication*

This policy complies with Head Start Performance Standards §1302.41(b)(2), 1302.47(b)(4)(G), (7)(i-ii) & (8) and Oregon Child Care Division Regulation 414-300-0030(8)(d)&(12), 414-300-0060(1)(d)(B), 414-300-0120(1)(a)(A-B), 414-300-0170(2-3) & 414-300-0220(2-3).

Updated 4/2022, approved by PPC: