



LEO EARLY CHILDHOOD DEVELOPMENT

EMERGENCY MANAGEMENT PLAN

Revised September 2022

Table of Contents

INTRODUCTION.....	1
EMERGENCY RESPONSE ORGANIZATION	1
OVERALL OPERATIONAL CRISIS/EMERGENCY ROLES & RESPONSIBILITIES	2
Center Managers	2
Next in Authority	2
Employee Responsibilities	3
LEO/Landlord	3
EMERGENCY NUMBERS, SYSTEMS, AND LOCATIONS	3
EMERGENCY NOTIFICATION	4
Protocol for Notifying Emergency Personnel and Other External Parties	4
Signs and Postings	5
Evacuation Planning.....	5
Sheltering in Areas.....	5
CENTER EVACUATION PROCEDURES	5
Specific Duties and Responsibilities for Evacuation or Drills.....	6
Evacuation Process	7
Infants	8
Toddlers/Preschool	8
Center Accountability Process	8
AT THE EVACUATION SITE.....	8
Procedures at Evacuation Location Site.....	8
SHELTERING/SHELTERING IN PLACE	10
Sheltering	10
Sheltering in Place.....	10
MEDICAL EMERGENCIES	10
Procedure for Life Threatening Emergencies.....	11
WEATHER RELATED EMERGENCIES.....	11
Snow and Ice Storms.....	11
Tornado	11
Take Cover Administrative Procedures.....	12
Watch Conditions Administrative Procedures.....	12
Classroom Tornado Procedures.....	12
Hurricane	13

Flooding	13
Earthquake	13
Utility Disruption (water, heat, electricity)	14
REPORTING FACILITY SYSTEM EMERGENCIES	15
FIRE	15
Fire Procedures.....	15
Fire Emergencies	16
HAZARDOUS MATERIALS	16
BOMB THREATS, THREATENING CALL OR MESSAGE	16
SUSPICIOUS ARTICLE.....	16
POTENTIALLY VIOLENT SITUATIONS.....	17
ALICE Training	18
Random Acts of Violence	18
Disgruntled Employees, Parents/Guardians, Or Parent's/Guardian's Authorized Representatives	18
Impaired Employees, Parents/Guardians, or Parent/Guardian Authorized Representatives	19
Hostage Situations	19
Lockdown.....	19
LOST (MISSING) CHILD	20
Child Forgotten on Bus.....	20
Child Forgotten During Field Trip.....	20
STAFF/CHILD ABDUCTION	21
APPENDIX	22
Attachment A: Emergency Numbers	23
Attachment B-1: Blossom Early Education Center Evacuation Plan	24
Attachment B-2: Jack Robinson Early Education Center Evacuation Plan.....	27
Attachment B-4: Stepping Stones Early Education Center Evacuation Plan	30
Attachment C1: Blossom Early Education Center Parent/Guardian Emergency Evacuation Information	33
Attachment C2: Jack Robinson Early Education Center Parent/Guardian Emergency Evacuation Information	34
Attachment C4: Stepping Stones Early Education Center Parent/Guardian Emergency Evacuation Information	35
Attachment D: Emergency Kits and Supplies.....	36
Attachment E: Guidelines on Handling Medical Emergencies.....	38
Attachment F: Procedures for Conducting a Fire Drill	40

Attachment G: Bomb Threat Report Checklist.....	41
Attachment H: Organizational Roles and Responsibilities.....	42
Attachment I: National Weather Service Advisories and Warnings.....	44
Attachment J1: DEEC Designated Adult Emergency Backup - Blossom Early Education Center Head Start Program	45
Attachment J2: DEEC Designated Adult Emergency Backup - Stepping Stones Early Education Center Early Head Start Program	46
Attachment J3: DEEC Designated Adult Emergency Backup - Jack Robinson Early Education Center Head Start Program	47

INTRODUCTION

The intent of this plan is to assist all child care staff in responding to emergency situations, provide information that can be used with family members concerning emergency planning, and provide a basis for restoration of services. The Center Managers and staff of each center are considered responsible for the safety of children and will coordinate actions and/or requirements with Head Start Administration, community public safety officials, LEO administration's or Landlord's security and facilities, and families/guardians as necessary.

EMERGENCY RESPONSE ORGANIZATION

In carrying out this Emergency Management Plan, all LEO sites will work collaboratively with any Landlord's Emergency Response Plan and the emergency response plans of the City of Lynn. Emergency instructions and directions will be taken from LEO administration/Landlord and/or the local emergency agency at event scenes at or near the Center. In the event of an emergency, the Center Managers will oversee the situation at the Centers. In the Center Manager's absence, the emergency management responsibilities are delegated to the next in charge, i.e., Assistant center managers, Designated Adult Emergency Backup.

The ***Emergency Response Plan*** shall be reviewed periodically for modifications to the procedures, changes of key personnel or other resources, and additions of new emergency management information.

Center Managers and LEO administration will work together in controlling the ***Emergency Response Plan*** to ensure appropriate updates, changes, and reviews are incorporated in all distributed copies of this plan. A copy of the plan shall be maintained by the following:

- Center Manager
- Assistant center manager (or designated person next in charge)
- Center's Staff Offices
- Head Start Administration
- LEO Administration

The following situations are covered by this policy:

- Evacuation Procedures and Process
- Sheltering/Sheltering in Place
- Medical Emergencies
- Natural disaster; hurricane, tornado, severe storms
- Earthquake
- Utility disruption
- Fire/smoke emergencies
- Hazardous materials
- Bomb threat
- Suspicious Articles
- Potentially Violent Situations
- Random Acts of Violence
- Disgruntled Impaired Parents/Guardians, or Authorized Representatives

- Hostage Situations
- Missing Child
- Child Forgotten on a Bus
- Child Forgotten during a Field Trip
- Staff/Child Abduction

OVERALL OPERATIONAL CRISIS/EMERGENCY ROLES & RESPONSIBILITIES

In the event of an emergency situation, the Center Manager shall declare an emergency situation and institute the appropriate response actions. In the event that the Center Manager is not available, the next person in authority shall assume the responsibilities of the Center Manager.

Site	Center Managers	Next in Authority (Name & Title)
Blossom Early Education Center	Cindy Morales	Helen Butler (Center Manager)
Jack Robinson Early Education Center	Kassandra Jackson	Katerine De Jesus (Assistant Center Manager)
Stepping Stones Early Education Center	Jennifer Baker	
Home Based Program	Catalina Soto	

Center Managers

1. Work with Head Start administration and other resources as necessary to arrange for evacuation locations and transportation away from the Center.
2. Familiarize all staff with the crisis/emergency response plan and ensure effective implementation.
3. Ensure that the Center's practice drill program is implemented and documented.
4. Ensure supplies and equipment are present and checked at least monthly.
5. Review each crisis/emergency situation to ensure that proper reports are completed and appropriate action is taken to prevent repetition of any ineffective efforts.
6. Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action.
7. Activate contact with Head Start administration and/or other local authorities to inform them of potential or existing crisis/emergency situation.

Next in Authority

The responsibilities of the person Next in Charge are to assist the Center Managers during an emergency, and in the absence of the Center Manager, assume all responsibilities.

1. Become familiar with the Crisis/Emergency Response Plan.
2. Provide complete crisis/emergency response training to employees on a regular basis and updates, as necessary.
3. Take the lead in planning, implementing, and tracking all training to update and check the accuracy of current crisis/emergency response procedures.

4. Work with the Program Manager/Center Managers to investigate and evaluate each crisis/emergency situation to prevent repetition of ineffective efforts.
5. See that all injuries and issues are attended to immediately and referred to the Center Managers to determine if contact with Head Start administration or other authorities is necessary.
6. Coordinate a regular plan of inspection of work areas to detect unsafe conditions and work practices.
7. Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action.

Employee Responsibilities

1. Notify the Center Manager of emergency situations as they become aware of them.
2. Follow emergency procedures as outlined and directed by the person in charge.
3. Safety and wellbeing of the children in their care.

LEO/Landlord

Where applicable, the LEO or Landlord is responsible for the safety of the building and grounds. The health and safety, security, and facilities procedures established by the LEO or Landlord shall be followed by the Center in conjunction with center policies and licensing regulations. For emergencies, the Center Manager shall immediately notify Head Start administration, (who will inform the LEO or Landlord) after calling 911 for medical, fire, or security emergencies. They will notify appropriate LEO or Landlord response personnel as necessary.

EMERGENCY NUMBERS, SYSTEMS, AND LOCATIONS

Use Emergency Numbers list (see Attachment A); post by all phones and attach a copy to this plan.

All classrooms and common areas will have a floor plan outlining primary and secondary evacuation routes from that location as well as denoting the location of all fire extinguishers (red dots) and pull stations (blue squares). These should be used as your posted evacuation plans throughout the center.

In addition to information on the floor plan, complete and post the following:

SYSTEM	YES	NO	LOCATION
Central Alarm Control Box			
Main Telephone Panel			
Central Sprinkler Shut Off			
Gas Shut Off			
Furnace Shut Off			
Emergency Power Source			
Water Shut-Off			

EMERGENCY NOTIFICATION

The Center response for most emergencies generally involves either sheltering in or evacuation. The exception to this is providing emergency medical care and use of fire extinguishers for small, localized fires.

Protocol for Notifying Emergency Personnel and Other External Parties

All emergencies shall be reported as follows:

Emergency Event	Initial Notification	Secondary Notification	Actions
Fire Alarm, Smoke, Noxious/Toxic Fumes	Pull Fire Alarm Call 911	Program Director 781-309-5604, X304	<ul style="list-style-type: none">● Evacuate the building.
Telephone Bomb Threat to Center; Security Issues	Call 911	Program Director 781-309-5604, x304	<ul style="list-style-type: none">● Gather information from caller● Evacuate the building
Suspicious Item left in the Center	Call 911 LEO/Landlord security number	Head Start Director 781-309-5604, x304	<ul style="list-style-type: none">● Follow instructions from 911 & Program Director● Evacuate the building
Suspicious Package Delivered to the Center	Call 911 LEO/Landlord security number	Head Start Director 781-309-5604, x304	<ul style="list-style-type: none">● Follow instructions from 911 & Program Director● -Evacuate the building-
Medical Emergencies	Call 911	Head Start Director 781-309-5604, x304	<ul style="list-style-type: none">● Follow instructions from 911 & Program Director
Security Incidents (intrusion alarm, disgruntled person, break-in, etc.)	Call 911	Head Start Director 781-309-5604, x304	<ul style="list-style-type: none">● Follow instructions from 911 & Program Director
Post Natural Disaster (building unsafe)	Call 911 LEO/Landlord security number	Head Start Director 781-309-5604, x304	<ul style="list-style-type: none">● Follow instructions from 911 & Program Director● Evacuate the building
LEO/Landlord Directed	Intercom/walkie-talkie pull fire alarm	N/A	
City FD/PD Directed	Intercom /walkie-talkie pull fire alarm LEO/Landlord Security Number	N/A	

In addition, anytime a center is evacuated and/or the fire department has been called to the center to fight a fire, the Program Director or other designee will notify the Department of Early Education and Care.

Once the situation is under control, the Center Managers shall contact their immediate managers (where applicable) to inform him/her of the situation and current status.

Signs and Postings

- A floor plan/diagram should be posted in all classroom and common areas indicating the primary and secondary routes for egress from each area. The diagram will also identify the building's shelter locations and evacuation assembly areas.
- Emergency phone numbers shall be prominently displayed by all telephones in the Center.
- The Center approved shelter areas are identified by a placard.
- The emergency shut off for the HVAC system, water supply, and electric service supply shall have a sign placed by the control identifying it as the primary disconnecting/shutoff means. This information will be available in **the Managers and Supervisor's Offices**.
- The following instructional sheets signs shall be posted at each center and are included in this document as attachments B1 – B5.
 1. Immediate Area Threat (i.e.: bomb threat, fire, flood, other major building problem, etc.)
 2. More Widespread Threat (i.e.: Sponsor evacuation, chemical spill, widespread fire, etc.)
 3. Mass Ordered Evacuation (i.e.: declared state of emergency)

City of Lynn Safety Officer has a copy of center evacuations plan on file.

Evacuation Planning

It is critical to conduct evacuation drills in order for children and staff to understand how to respond in the event of an emergency. Centers will hold drills monthly. One of the drills will be held at naptime at sites where this applies. Two Severe Storm drills will be practiced each year.

Sheltering in Areas

In the event of a natural emergency, i.e. tornado, severe storms, or hazardous airborne chemicals incident outside the Center facility, the children and other occupants of the building will shelter in place in the prearranged designated areas as necessary (see page 13 for further definition).

CENTER EVACUATION PROCEDURES

In accordance with Emergency Evacuation Plan Details, the following measures will be taken during an evacuation:

- Confirm with administration required transportation resources and arrival time to host facility
- Provide First Aid as needed
- Take any needed medications
- Take the First Aid Kit
- Take attendance lists, use during evacuation and transport to host facility

- Take emergency information on each child
- Call for help
- Carry the cellular and/or walkie-talkie phones
- Carry Emergency Kits out
- Supervise assigned children
- Account for all children, staff and visitors during evacuation process
- Make sure everyone is out of the building
- Coordinate with administration to notify families of evacuation and host facility information (See attachment H for more detail)

Specific Duties and Responsibilities for Evacuation or Drills

Definitions of people responsible during an evacuation:

1. Emergency Assembly Area - An area outside the Center building that is designated for assembly of the building occupants in the event of an emergency.
2. Center Managers/Assistant Center Managers- The person responsible for the evacuation of Center building occupants.
3. Designated Adult Emergency Backup - The person(s) responsible to be the second adult trained in the programs health care and emergency procedures immediately available in case of an emergency for checking that all occupants have evacuated the Center building. (See attachment J)

The Center Manager and any other center employees not counted in ratio will assist in all duties and responsibilities as designated by the Center Managers.

The Center Manager/Assistant Center Manager is responsible for notifying building occupants to initiate evacuation of the building, ensuring that the building has been safely evacuated, and for ensuring accountability for all occupants.

Pre-evacuation duties:

- To assure evacuation assembly areas and routes are posted in all areas.
- Ensure that all assigned employees are knowledgeable of how, when, and where to evacuate when necessary.

Evacuation duties:

- Initiate evacuation procedure by either pulling the fire alarm box and/or notifying building occupants through the intercom system, if available.
- Notify Program Director and Landlord's security of evacuation initiation.
- Report to the designated assembly area.
- Ensure searchers carry out their assignments.
- Ensure accountability of building occupants through the reports of the coordinators.
- Determine if evacuation area provides adequate safety of children. Initiate further evacuation to other facility if necessary.
- Coordinate with the City emergency response personnel as needed.

The Assistant Center Manager's or Next in Authority designee's primary responsibility is to ensure that all Center occupants assigned to their area are evacuated when necessary and accountability is reported to the Director.

Pre-evacuation duties:

- To be knowledgeable of the duties of the Center Manager and Designed Adult Emergency Backup.
- To have access to a list of all occupants in their area for accountability purposes.
- To ensure all exits are marked, unobstructed, and signs are lit (if applicable).
- To check that all evacuation signs are posted and are accurate.

Evacuation duties:

- Maintain order during the evacuation.
- Ensure the searchers perform their duties as assigned.
- Provide accountability for all occupants in their assigned areas and report results to the Center Manager.
- Stay with the evacuated group until notified by emergency response personnel.

Any center employees other than the Center Manager and Assistant Center Manager who are not counted in ratio at the time Designed Adult Emergency Backup are appointed by the Center Manager and are responsible for ensuring that all occupants in their assigned areas safely and properly evacuate to their designated assembly areas.

Pre-evacuation duties:

- Pre-plan all areas that require searching in the event of an emergency; i.e., restrooms, closets, structures on playground areas, etc.
- Be knowledgeable of the responsibilities of Designed Adult Emergency Backup.

Evacuation duties:

- Upon notification of an evacuation, all employees should begin assisting with the orderly evacuation of occupants.
- A staff member from each classroom should conduct a thorough search of assigned areas when occupants have evacuated, reporting findings to the Center Manager for their area. Where possible, employees not assigned to a classroom should be assigned this responsibility.
- Assist the Center Managers and Asst. Center Manager as necessary.

Evacuation Process

The decision to evacuate the Center building will be made by the Center Manager/Designee.

When the decision is made to evacuate the Center building, the Center Manager/Designee will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instructions and/or activate the building fire alarm. The Center Manager will notify appropriate personnel.

Center Designated Adult Emergency Backup will assist the staff with the evacuation and then proceed to perform their assigned duties. Center staff will evacuate their children as follows:

Infants

Put up to four non-mobile babies in an evacuation crib and move children to the evacuation assembly area. Take attendance sheets, child rosters, first aid bag and information sheets. For inclement weather, *if possible*, take appropriate supplies to protect the infants.

Toddlers/Preschool

Gather children in a group and supervise an orderly evacuation to the designated assembly area. Take attendance sheets, child rosters, and information sheets. For inclement weather, *if possible*, take appropriate supplies to protect the children.

Note: Under no circumstances are staff to stop for any of their own or children's personal belongings, including, jackets, shoes, etc.

Center Accountability Process

In the event of an evacuation, if it is available, the teachers will take the attendance roster, the Designated Adult Emergency Backup will take the visitor log and the manager sign in book. These lists will be taken to the designated assembly areas and attendance will be taken.

The Center Manager will notify the Program Director who will in turn notify other appropriate authorities, i.e., City Fire Department, Police Department, Landlord's Security, of the results and report any missing children, staff or visitors, providing information as to possible locations.

AT THE EVACUATION SITE

Procedures at Evacuation Location Site

There are 5 essential jobs during a Center evacuation (assume responsibilities if possible, during an emergency):

1. Center Managers/Assistant Center Manager
2. First Aid
3. Communications
4. Play space operations
5. Child pick-up point

Before an emergency occurs, a person and alternate should be assigned to each of these jobs.

1. Center Managers (Alternate: Assistant Center Managers)
 - a. Make sure all children are accounted for.
 - b. 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.
 - c. Activate the parent/guardian pick-up point assignment. This should be the best location away from the play space areas and first aid station.

- d. Activate the communications assignment and provide specific phrases for the caller and information about the parent/guardian pick-up point – when possible, be the one to make contact with those families whose children are injured as a result of the event.
 - e. Inform Sponsor/Landlord of your circumstances as soon as you are able.
- 2. First Aid Assignment
 - a. Administer First Aid as necessary
 - b. **Key materials:**
Complete First Aid Kit, flashlights, batteries, cell phone, and radio, contained in a bright, labeled bag.
- 3. Communications Assignment:
 - a. Check with Program Director about exact info to give to families when calling (emphasis should be placed on the child's condition and the pick-up location).
 - b. Locate nearest phone and collect the emergency information from the Program Director with family phone numbers.
 - c. Discuss with the Program Director, the exact wording to offer families whose children have been injured in some way by the event.
 - d. Report back to Program Director with updates, needs, and problems during his/her rounds.
- 4. Play Space Assignment
 - a. Determine where to set up different groups of children
 - b. If possible, use blankets, tables, and chairs to define areas.
 - c. Determine the nearest and safest bathroom and arrange for supervision.
 - d. Report back to the Program Director with updates, needs, and problems during his/her rounds.
 - e. **Key materials:**
Prepared Emergency Evacuation Kit (see Emergency Kits and Supplies, Attachment D) including some play materials
- 5. Pick-Up Assignment: Establish an area away from the primary play area and first aid areas to control access.
 - a. Collect all the sign-in sheets to monitor family pick-ups.
 - b. Select a staff member to collect children and bring them to the pick-up point.
 - c. Report back to the Program Director with updates, needs, and problems during his/her rounds.
 - d. **Key materials:**
Sign-in sheets; marker/pens and paper; teachers and Designated Adult Emergency Back-up with their company badge marked with Emergency Back-up sticker.

As a final note on the subject of evacuation, LEO ECD has written Parent/Guardian Emergency Evacuation Information Sheets (see attachment C-1-C-4), which are provided to parents at the beginning of each year and as new children enroll.

SHELTERING/SHELTERING IN PLACE

Sheltering is conducted in response to tornadoes and severe storms. Sheltering in place is defined as moving people into the building and isolating the building environment from the outside. Emergency response personnel will shut down air handling (HVAC), water, and electrical systems, as required, however, many air handling systems will shut down automatically. Sheltering in place is conducted in response to hazardous materials incidents.

Sheltering

- Any sheltering area will be identified on the center plan.
- Identify shelter areas that provide the most structural resistance from collapse.
- Shelter areas within the facility will be appropriately marked.
- Shelter areas will be free of items that may fall on sheltered people.
- Shelter areas will have a flashlight or emergency light available.
- Shelter areas will have blankets available.
- A primary and alternate staff member will be assigned for shutting off systems as directed. These members will be trained by the Center or Sponsor maintenance and utility personnel in the proper procedures.

Sheltering in Place

Shelter in place involves keeping all windows and doors closed and covering all air intake vents to provide protection from airborne hazardous materials.

- Ensure all Center staff and children are in the building (preferably toward the center of the building away from windows).
- Ensure all doors and windows are closed and secured.
- If necessary, emergency response personnel will shut off all HVAC systems to isolate the outside air from the building if the system has not already shut down.
- Remain in the building until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered.

MEDICAL EMERGENCIES

Life Threatening Medical Emergency means that the patient requires immediate medical intervention to stabilize and prevent the medical condition from deteriorating. Examples of life threatening medical emergencies are: compound fractures; severe lacerations; internal bleeding; severe burns; difficulty in breathing; heart problems; shock; severe allergic reactions to insect bites/foods, medications; poisonous plant contact or animal bites; ingestion of chemicals/poisoning; and unconsciousness.

Procedure for Life Threatening Emergencies

Person finding injured or ill person shall:

- Remain calm, render first aid, and call for help. Do not move the injured or sick person unless his/her safety and health are at risk.
- Call 911 for emergency medical services and report the incident or request someone else to call. Stay on line with the dispatcher and provide information as requested.

Center Managers or designee shall:

- Report the incident to Program Director or call 911 if they have not already been called.
- Assign an individual to meet the emergency medical personnel to guide them to the location.
- Pull the medical release form of the injured from the files and provide it to the emergency medical personnel upon arrival.
- Assign a staff member to accompany the patient to the hospital.
- Make notification to applicable emergency contact of the patient.
- Ensure that the appropriate paperwork is completed.
- Ask the Program Director to contact the following to report the incident:
 - Department of Early Education and Care, if necessary
 - LEO Liaison or immediate managers
- Maintain communications with staff member assigned to stay with the patient for progress reports.

For more information on general guidelines, see Attachment E - Guidelines for Handling Medical Emergencies.

WEATHER RELATED EMERGENCIES

Snow and Ice Storms

With Head Start administration, monitor winter storm watch, warnings, blizzard warnings or travel advisories. Center staff will check the status of battery powered radios, flashlights, back-up lighting, power, heat, and cell phones.

Head Start administration will consider pre-storm closing (night before) or early closing depending on conditions. Release non-essential staff in accordance with center closing procedures.

Arrange for snow and ice removal as well as possible debris removal such as fallen trees and utility lines.

Tornado

A tornado watch means that a tornado is likely over a large area. A tornado warning means that a tornado has been sighted or is indicated on weather radar in a specific area. Head Start administration will monitor tornado watch, warnings, or severe thunderstorm watch/warning.

Take Cover Administrative Procedures

Take Cover Announcements are issued by the Center Manager when one or more of the following conditions exist:

- A tornado is sighted
- A tornado siren is heard
- A tornado warning is issued that affects the Center
- High winds at or exceeding 60 miles/hour
- Golf ball size hail or larger
- Rapidly dropping pressure; dark greenish clouds

Watch Conditions Administrative Procedures

Watch Conditions are issued by the national Weather Service for the area

- Tornado spotters are alerted
- Radios should be monitored at the Center office
- All teachers should be notified of the watch
- Tornado shelters should be visited by an administrator to ensure that they are clear

Classroom Tornado Procedures

Each classroom teacher should be assigned the following responsibilities in anticipation of being instructed to take cover in the event of a tornado warning.

Designated Teacher 1

- Begin evacuating all children to the designated tornado shelter.
- Avoid windows and glass doorways.
- Close doors to the outside rooms.
- Protect the heads of staff and children with blankets.

Designated Teacher 2

- Take the attendance.
- Take the first aid kit.
- Last check for children in “hidden” areas.
- Evacuate any remaining children and close the shelter door.

When the announcement to take cover is given, the Center Manager and other staff take the emergency information (children and staff emergency contact numbers) and assist in the cover procedures in rooms with infants and non-ambulatory children first. If more than one administrator is present, divide the building into sections and move to assist. Center Manager and other staff need to check all areas for “hidden” children.

When Head Start Director/other authorities give the all-clear sign, check with the teachers from each room to make sure all children are accounted for.

If there is any question about damage to the Center, do not re-enter the building until security or other emergency personnel have surveyed the building. Inform all the teachers of any facility hazards.

Determine if any areas or routes must be closed from access and inform staff.

If it is unsafe to remain at the Center, assess whether the Alternate site is a safe back-up and evacuate the children to this location.

Note: When you are the only staff person in the classroom, you will be responsible for the roles of teacher 1 & 2.

Remain in the shelter area until given further instruction by security or Center administrative personnel.

Hurricane

- With Head Start Administration, Center staff will monitor Hurricane Watch and Warnings.
- Secure outside equipment.
- Check status of battery powered radio and alternate light sources.
- Remain indoors until storm passage is confirmed.
- Prepare to evacuate. If necessary, evacuate children and staff to a more secure facility depending on road and safety conditions. Provide information on where the center plans to evacuate for families.

Flooding

- With Head Start Administration, Center staff will monitor announcements of Flood Watch or warnings.
- Close or evacuate (see Evacuation Procedures) facility if needed. Heed evacuation orders from public safety officials.

(NOTE: See Attachment I for National Weather Service criteria on weather conditions.)

Earthquake

Indoors:

- Staff and children will quickly move to shelter area(s), which are away from windows, unsecured tall furniture, and heavy appliances.
- Everyone will DROP, COVER, & HOLD
 - DROP to floor
 - COVER head and neck with arms and take cover under heavy furniture or against internal wall
 - HOLD ON to furniture if under it and hold position until shaking stops
- Staff will keep talking to children in calm manner until safe to move.

- No one should attempt to run or attempt to leave building while earth is shaking.

Outside:

- Move to clear area, as far as possible from glass, brick, and power lines.
- DROP & COVER.

After earthquake:

- Staff will account for all children, staff, and visitors.
- Staff will check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency.
- Expect aftershocks.
- Staff will determine if evacuation is necessary and if outside areas are safe. If so, they will evacuate building calmly and quickly.
- Staff will escort children to designated meeting spot outside and account for all children, staff, and visitors.
- Staff will shut off main gas valve if they smell gas or hear hissing sound.
- Staff will monitor radio for information and emergency instructions.
- Staff will stay off all phones (for 3-5 hours) unless they have a life-threatening emergency.
- Staff will call out-of-area contact when possible to report status and inform of immediate plan.
- Staff and children will remain outside of building until it has been inspected for re-entry.

Utility Disruption (water, heat, electricity)

If utilities are disrupted in the Center, the Center will make every effort to remain open. The decision to close the Center or delay its opening will be based on the following factors:

- The amount of natural light in the Center
- The temperature in the Center
- The ability and necessity of heating food and formula
- The availability of water and toileting facilities
- The risk to the health and wellbeing of children and staff.

The staff will begin calling parents/guardians to inform them of the situation after 1 hour of disrupted service. Infant families will be called first and may need to be called sooner depending on how much disruption has occurred to basic caregiving routines. This time period will allow the Center to assess the situation and provide families with as much accurate information as is available.

Head Start administration will notify our state licenser of the situation, if applicable.

The Center may close or delay opening (confirm with the Head Start administration) if the following conditions are present:

- The temperature on the Center thermostats register 64° or below, or 85° or higher for one hour, unless otherwise noted by the local state licensing agency, with no expectation of heat/air conditioning restoration within the next one to two hours, and/or the room conditions prevent adequate ventilation and breathing.
- The natural light in the Center is diminished to the point that children and staff are at risk.
- The main phone line will be inoperable for more than one hour, and no auxiliary cellular phones are available.
- The nutritional needs of the children cannot be met.
- Live wires will require the immediate closing of the Center and the transfer of the children.
- Loss of water that disrupts appropriate diapering, hand washing, and toileting with clean running water for more than 1 hour.

REPORTING FACILITY SYSTEM EMERGENCIES

In the event that any of the critical systems for the Center become inoperative, the Center Manager/2nd in Charge shall immediately notify his or her immediate managers and/or the Landlord's Facilities Manager. The Facilities person will assess the situation and provide the necessary resources to correct the problem. Facilities will arrange for temporary services, i.e. electrical power, portable toilets, drinkable water, etc., if possible, if the problem will not be corrected in a timely manner. If support is not available to the center, the Center Managers shall make contact with the appropriate repair personnel and arrange for the necessary resources to correct the problem.

The Center Manager/Designee shall communicate with Program Director or Landlord's Facilities to estimate the duration of the event. If the duration of the event is likely to pose a sanitary or safety threat, or if the disruption would make the facility environment untenable, the Center may need to close early at the direction of the Center Director/Designee, and the Program Director.

In the event of a major incident involving a critical system, i.e., explosion, building collapse, electrical sparking, etc., call 911 and order an evacuation of the center.

FIRE

Fire Procedures

Each Center has a fire emergency plan including an evacuation procedure, marked exits, fire/smoke detectors, fire extinguishers, safe storage and use of flammable materials, and fire safety training and fire drills. The Center's Emergency Evacuation Plan Detail specifies when and how to evacuate in case of fire and under which conditions staff should attempt to control a fire using extinguishers.

Check with fire officials to remain current on fire safety such as regular inspections and use of fire extinguishers, detectors, and alternate heating sources.

Conduct regular fire safety training and fire drills. Refer to Attachment F Procedures for Conducting a Fire Drill.

Fire Emergencies

All Center staff are to familiarize themselves with the fire emergency procedure and maintain their areas free from the accumulation of combustible materials. Staff are responsible for ensuring that all fire extinguishers, alarm boxes, exits, and paths to exits are unobstructed at all times.

Response to Fires

- If a fire/smoke is discovered, immediately activate the nearest pull station/call 911 and, if available, activate the duress button to report the fire and begin evacuation per the evacuation procedure.
- If the fire is small (waste paper basket size) extinguish the fire by using water, blanket, fire extinguisher, etc. **DO NOT TAKE RISKS.** Personal safety and that of the children come first.
- If the fire is larger, or if the smoke makes it difficult to determine the fire location, evacuate the area and report to the evacuation area.
- When possible, the Center Managers /Designee will notify Program Director and Landlord of the situation.

HAZARDOUS MATERIALS

Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive.

If a hazardous materials accident occurs within close proximity of your Center, notify the fire department and follow safety directions. Be prepared to evacuate or shelter-in-place.

BOMB THREATS, THREATENING CALL OR MESSAGE

Calls of a threatening nature should be recorded as accurately as possible and reported to police. Depending on the nature of the call, appropriate action should be taken to protect lives and property, including evacuation. If possible, record the threatening message carefully with attention to details. If caller ID is operational, record telephone number. Notify police immediately. Get advice from your local police to help determine how to handle the situation. See Attachment G - Bomb Threat Checklist.

SUSPICIOUS ARTICLE

Evidence of a suspicious article, package, or letter should be reported to the Center Managers immediately. Notify Program Director and police. Do not touch or attempt to move the article unless instructed to do so by police. Follow advice of police to determine appropriate procedures to take within the center.

POTENTIALLY VIOLENT SITUATIONS

A potentially violent situation (i.e., hostage situation, disgruntled person, unstable custody) may be cause for a selective evacuation procedure. The premise behind a selective evacuation enables large numbers of children and staff to move out of harm's way when an individual is on-site who is potentially violent.

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

- Immediately call 911/Police and notify Program Director and local security (if applicable) as soon as possible.
- Indicate to Program Director, security and another Center administrator that you may have a condition for a selective evacuation (this may be within the building if the potentially violent person does not leave the area). If you have any reason to believe the individual has a weapon, order a selective evacuation from non-affected areas (this may be another room within the facility).
- 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.

Note: If the individual is leaving and taking a child or staff member, it is still often better to let the individual leave rather than prompt a confrontation that would increase the risk of injury.

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

- Immediately call 911/Police and notify Head Start Director and local Security, if applicable, and seek advice on how to handle the situation.
- Indicate to Program Director, Security and another Center administrator that you may have a condition for a selective evacuation. If you have any reason to believe the individual has a weapon, order a selective evacuation, if possible.
- Try to isolate the potential aggressor from as many adults and children as possible. Seek to draw the individual(s) to the office, break room, conference room, or other less populated space. If the individual has entered a classroom, seek to draw him into the least utilized portion of the room.
- If comfortable doing so, engage the potential aggressor in agreeable conversation to de-escalate the situation.
- Remain calm and be polite.
- Do not physically restrain or block their movements.
- While you are engaging the potentially violent individual, other available persons should direct unaffected classrooms to move to locations around the facility that are 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.
- The other administrator should also make sure no other individuals, other than emergency personnel, enter the space where you have isolated the potentially violent individual.
- Once the police arrive, they will take over the situation, negotiate and dictate further movements.

- If a decision is made to relocate to the alternate site while negotiations go on, follow the appropriate evacuation procedures.

ALICE Training

In an effort to educate all LEO employees about dealing with the ever-increasing instances of violent intruders and active shooters in the workplace, schools, and public areas LEO provides education on how to respond to violent critical incidents. ALICE (Alert, Lockdown, Inform, Counter, Evacuate) is a proactive, options-based plan for response to a (VCI) Violent Critical Incident.

ALICE training authorizes and empowers individuals to utilize human action, building infrastructure and communication options to increase their chances of survival. The main focus of the training will be on teaching all LEO employees skills that will help them survive should a VCI occur at the site. All employees who work in LEO's child care settings are required to complete the training. LEO is an ALICE Certified Organization.

Random Acts of Violence

If the Center is affected by random acts of violence (e.g., drive by shooting), implement the following:

- Remain calm
- Immediately call 911
- Staff members will alert other staff personnel of the problem
- Alerted staff members will close the doors of their areas of responsibility and have the children lay on the floor
- Brief Security of the problem once they arrive
- Report the incident to the Program Director or Sponsor, and immediate managers.

Disgruntled Employees, Parents/Guardians, Or Parent's/Guardian's Authorized Representatives

In the event of having to deal with Disgruntled Employees, Parents/Guardians, or Parent's/Guardian's Authorized Representatives, implement the following:

- Remain calm
- Remain polite
- Immediately call 911, Program Director and Landlord Security if applicable.
- Staff members who observe the problem will go to the nearest telephone and call 911 (back-up call)
- Staff members will alert other staff personnel of the problem
- Alerted staff members will close the doors of their areas of responsibility
- If the disgruntled individual's child is immediately known, move the child to another room, out of sight
- Turn the child over to parent/guardian or authorized representative in accordance with the center procedures
- Report the incident to the Program Director, and immediate managers

Impaired Employees, Parents/Guardians, or Parent/Guardian Authorized Representatives

If you have reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs or is physically or emotionally impaired in any way and may endanger a child, you may have cause to refuse to release the child. If so, request that another adult be called to pick up the child or call the numbers listed on the Child Health and Emergency Form.

In the event of having to deal with employees, parents/guardians, or parent's/guardian's authorized representatives, implement the following:

- Remain calm.
- Remain polite.
- If the person becomes agitated and/or confrontational, immediately call 911 and Program Director or Sponsor Security, if applicable.
- Staff members who observe the problem will go to the nearest telephone and make these calls (back-up call)
- Staff members will alert other staff personnel of the problem.
- Alerted staff members will close the doors of their areas of responsibility.
- Turn the child over to the other parent/guardian or alternative authorized representative in accordance with center procedures.
- Report the incident to the Program Director and immediate managers.

Hostage Situations

Although considered improbable, the Center may be subject to hostage situations either from disgruntled employees, parents/guardians, parent's/guardian's authorized representative, or other people. In the event of a hostage situation:

- Remain calm.
- Remain polite.
- Follow the hostage taker's instructions.
- Do not resist.
- ANY available staff member will immediately call 911, Program Director and Sponsor/Landlord's Security if applicable.
- Staff members will alert other staff of the problem if time permits - DO NOT PUT YOURSELF IN DANGER.
- Alerted staff members will close the doors of their areas of responsibility.
- If staff members believe it is safe, evacuate children from the Center moving in the opposite direction from the incident. Report your location to Program Director immediately.

Lockdown

Administrative Procedures for Playground Clearance (i.e., protest/riot adjacent to facility, toxic spill, sniper, suspicious parked vehicles, loiterers)

- Call police and Program Director to investigate the situation and consult with them to determine the level of potential crisis.

- If situation requires that the entire Center remain inside, immediately require any groups outside to come inside.
- Lock outside doors and windows.
- Close and secure interior doors.
- Close any curtains or blinds.
- Turn off lights.
- Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
- Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
- Maintain calm atmosphere in room by reading or talking quietly to children.
- Remain in lockdown until situation resolved.
- Notify parents/guardians about any lockdown, whether practice or real.

LOST (MISSING) CHILD

In the event if a child becoming lost while in Head Start care, all attempts will be made to locate the child.

1. The Center Manager will notify the Program Director immediately upon learning that a child is missing.
2. After a thorough search of the building/surrounding area by the Center Manager or their designee, and after determining that the child was not picked up by a family member or emergency contact person, Police will be notified and provided pertinent information regarding the child: name/address/physical description.
3. The Center Manager will complete an incident report and notify the parent(s) and the Department of Early Education and Care immediately.

Child Forgotten on Bus

Transportation staff (bus drivers and monitors) is mandated to complete visual checks of their entire bus after every route to see if anyone has inadvertently been left on the bus (sleeping child, child hiding under seat, etc.). Procedure in the event that a child has been forgotten on the bus:

1. Driver will notify Transportation Manager, who will notify Program Director.
2. Driver/Monitor will notify the Center Manager, who will notify the Family Advocate.
3. Bus will return child to center.
4. Center Manager or Family Advocate will notify child's parent(s)
5. Involved staff (Driver, Monitor, Center Manager) will complete an incident report and forward it to the Program Director and the Department of Early Education and Care.

Child Forgotten During Field Trip

1. Center Manager will verify that the child was left behind and contact the field trip site to alert site personnel, requesting their assistance in locating the missing child and notify the police immediately.
2. Center Manager will notify the Program Director immediately.
3. Bus (or other appropriate staff) will be dispatched to pick up the child.

4. Center Manager will complete an incident report and notify parent and the Department of Early Education and Care.

STAFF/CHILD ABDUCTION

In the event of staff/child abduction (actual or attempted), the following procedures will be followed:

- Keeping in mind the safety of other staff/children, try to detain the abductor as long as possible, while another staff calls 911. Staff will provide police with as much information as possible on both the abductor and the victim.
- Center Manager will contact the Program Director.
- The Program Director or other designated administrator will notify parent(s) and or staff member relatives and The Department of Early Education and Care of abduction.
- Program spokesperson will notify media with pertinent information.
- Support services will be arranged for parent(s)/family members, as well as staff.

APPENDIX

Attachment A: Emergency Numbers

Emergency Notification	Telephone Number
Program Director	781-309-5604
Ambulance	911
Fire	911
Poison Control	1-800-222-1222
Police	911
Massachusetts Emergency Management Agency	1-800-982-6846
Landlord Liaison	Not Applicable
Landlord Security	Not Applicable
UTILITIES	
Gas Company-National Grid	781-751-3000
Electric Company-National Grid	800-465-1212
Water Department-City of Lynn	781 596-2406
Dept. of Children and Families	781-477-1600
Department of Early Education and Care	978-681-9684
Health Care Consultant	Registered Nurse (RN) 781-309-5595
North Shore Med. Ctr. Hospital	781-581-9200
North Shore Children's Hospital	978-745-2100
Health Services Director	781-309-5597 or 781-520-1563 781-309-5629
Social Emotional Behavioral Manager	781-309-5674 or 781-801-4934
Family Engagement Specialist	781-309-5612 or 781-632-4957
Education Access Manager	781-309-5661

NOTE: EACH CENTER MUST FILL IN ANY ADDITIONAL INFORMATION, POST NEAR TELEPHONE AND ATTACH TO THIS PLAN

Attachment B-1: Blossom Early Education Center Evacuation Plan

In the event of an emergency situation that requires an evacuation of the Blossom Early Education Center, 110-124 Blossom Street, Lynn, MA 01902, one of the following plans shall be implemented. In all situations, those persons as designated in the attached Emergency Preparedness Information Form shall:

- Confirm with administration required transportation resources and arrival time at host facility
- Provide first aid as needed
- Take any needed medications
- Take the First Aid Kit
- Take attendance lists, use during evacuation and transport to host facility
- Take emergency information on each child
- Call for help
- Carry the cellular phone
- Carry Emergency Kits out
- Supervise assigned children
- Account for all children, staff, and visitors during evacuation process.
- Make sure everyone is out of the building
- Coordinate with administration to notify families of evacuation and host facility information

NOTE: In all cases below, staff will accompany children and provide for their support at the host facility until reunited with families or return to evacuated facility.

1. If the emergency is confined to the IMMEDIATE AREA of the child care facility, e.g. fire, or hazardous materials release, and the children cannot remain on the premises, staff and children will walk to the Demakes Family YMCA located at 40 Neptune Blvd Lynn, MA 01902 and proceed to the Field House. They will remain at this location accompanied by caregivers while parents/emergency contacts are notified, and arrangements are made for either transport home or for continued care taking.
 - a. In the event that a physical examination is recommended due to the nature of the emergency, the program will call 911 for assistance.
 - b. Parents/emergency contacts will be informed.
 - c. Department of Early Education and Care will be notified.
2. In a more widespread emergency such as flood or hazardous materials accident requiring evacuation away from the caregiving facility and surrounding area, the children will leave the building and the neighborhood to gather at the Jack Robinson Early Education Center, a safe place, while awaiting transportation by LEO school buses to LEO Inc.'s central offices located at 38 Commercial Street, Lynn, MA 01905, where they will proceed to the auditorium and remain accompanied by caregivers while parents/emergency contacts are notified, arrangements for transportation home are made, or continuation of care is made.

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

EVACUATION WHEN FIRE IS INVOLVED

A fire that cannot be immediately extinguished by the Center staff will be considered an imminent health hazard and the Center will be evacuated in accordance with these procedures and with the fire plan designed for the center.

The primary responsibility for Head Start and Early Head Start Center staff is for the safe evacuation of children and not to extinguish fires. If a fire can be extinguished quickly and safely, then a staff member will extinguish the fire while the other staff are evacuating the children.

WHEN NOT TO FIGHT A FIRE

Never fight a fire:

If you don't know what is burning, you don't know what type of extinguisher to use. Even with an ABC extinguisher, there may be something in the fire that is going to explode or produce highly toxic smoke. Chances are, you will know what's burning, or at least have a pretty good idea, but if you don't, let the fire department handle it

If the fire is spreading beyond the spot where it started. The time to use an extinguisher is in the beginning stages of a fire. If the fire is already spreading quickly, it is best to simply evacuate the building, closing doors and windows behind you as you leave.

If you can't fight the fire with your back to an escape exit. In case the extinguisher malfunctions, or something unexpected happens, you need to be able to get out quickly, and you don't want to become trapped. Just remember, **always keep an exit at your back**.

If you don't have adequate fire-fighting equipment. If you don't have the correct type or large enough extinguisher, it is best not to try to fight the fire.

If you might inhale toxic smoke. If the fire is producing large amounts of smoke that you would have to breathe in order to fight it, it is best not to try. Any sort of combustion will produce some amount of carbon monoxide, but when synthetic materials such as the nylon in carpeting or foam padding in a sofa burn, they can produce highly toxic gases such as hydrogen cyanide, acrolein, and ammonia in addition to carbon monoxide. These gases can be fatal in very small amounts.

If your instincts tell you not to, or you are uncomfortable with the situation for any reason, just let the fire department do their job.

ADDITIONAL EVACUATION INFORMATION

Room Temperature: Room temperature in rooms occupied by children must be maintained at a minimum of 65 °F. Educators must take appropriate measures to protect children from health risks associated with excessive heat. If, after an hour, acceptable temperatures have not been restored, the Center (or his/her designee) will arrange for the children to be transported home or to those designated as emergency contacts.

Water: In anticipation of loss of water or poor quality water, Center Manager will ensure that their center has a supply of bottled water and hand wipes or paper towels. If there is no water of acceptable quality for a duration of thirty (30) minutes, the Center Managers (or his/her designee) will arrange for children to be transported home or to those designated as emergency contacts.

Power: In anticipation of loss of power, Center Manager will ensure that classrooms have flashlights to provide some light. During the time of the year when it becomes dark early (winter months), the Center Manager (or his/her designee) will ensure that classrooms are not in session later than 3:30 p.m. if power is not restored by that time. In the event that the loss of power causes loss of water or poor quality water, each center will have a supply of bottled water and hand wipes or paper towels. If there is no water of acceptable quality for a duration of thirty (30) minutes, the Center Manager (or his/her designee) will arrange for children to be transported home or to those designated as emergency contacts.

Attachment B-2: Jack Robinson Early Education Center Evacuation Plan

In the event of an emergency situation that requires an evacuation of the Jack Robinson Early Education Center, 38 Commercial Street, Lynn, MA 01905, one of the following plans shall be implemented. In all situations, those persons as designated in the attached Emergency Preparedness Information Form shall:

- Confirm with administration required transportation resources and arrival time at host facility
- Provide first aid as needed
- Take any needed medications
- Take the First Aid Kit
- Take attendance lists, use during evacuation and transport to host facility
- Take emergency information on each child
- Call for help
- Carry the cellular phone
- Carry Emergency Kits out
- Supervise assigned children
- Account for all children, staff and visitors during evacuation process.
- Make sure everyone is out of the building
- Coordinate with administration to notify families of evacuation and host facility information

NOTE: In all cases below, staff will accompany children and provide for their support at the host facility until reunited with families or return to evacuated facility.

1. If the emergency is confined to the IMMEDIATE AREA of the child care facility, e.g. fire, or hazardous materials release, and the children cannot remain on the premises, the children will leave the building and gather nearby in a safe place while awaiting transportation by LEO school buses to 110 Blossom Street, Lynn, MA 01902. They will remain at this location accompanied by caregivers while parents/emergency contacts are notified, and arrangements are made for either transport home or for continued care taking.
 - a. In the event that a physical examination is recommended due to the nature of the emergency, the program will call 911 for assistance. Parents/emergency contacts and the Department of Early Education and Care will be informed.
2. In a more widespread emergency such as flood or hazardous materials accident requiring evacuation away from the care giving facility and surrounding area, the children will leave the building and the neighborhood to gather at Blossom Early Education Center, a safe place, while awaiting transportation by LEO school buses to 110 Blossom Street, Lynn, MA 01902, where they will remain accompanied by caregivers while parents/emergency contacts are notified, arrangements for transportation home are made, or continuation of care is made.

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

EVACUATION WHEN FIRE IS INVOLVED

A fire that cannot be immediately extinguished by the Center staff will be considered an imminent health hazard and the Center will be evacuated in accordance with these procedures and with the fire plan designed for the center.

The primary responsibility for Head Start and Early Head Start Center staff is for the safe evacuation of children and not to extinguish fires. If a fire can be extinguished quickly and safely, then a staff member will extinguish the fire while the other staff are evacuating the children.

WHEN NOT TO FIGHT A FIRE

Never fight a fire:

If you don't know what is burning, you don't know what type of extinguisher to use. Even with an ABC extinguisher, there may be something in the fire that is going to explode or produce highly toxic smoke. Chances are, you *will* know what's burning, or at least have a pretty good idea, but if you don't, let the fire department handle it

If the fire is spreading beyond the spot where it started. The time to use an extinguisher is in the beginning stages of a fire. If the fire is already spreading quickly, it is best to simply evacuate the building, closing doors and windows behind you as you leave.

If you can't fight the fire with your back to an escape exit. In case the extinguisher malfunctions, or something unexpected happens, you need to be able to get out quickly, and you don't want to become trapped. Just remember, **always keep an exit at your back**.

If you don't have adequate fire-fighting equipment. If you don't have the correct type or large enough extinguisher, it is best not to try to fight the fire.

If you might inhale toxic smoke. If the fire is producing large amounts of smoke that you would have to breathe in order to fight it, it is best not to try. Any sort of combustion will produce some amount of carbon monoxide, but when synthetic materials such as the nylon in carpeting or foam padding in a sofa burn, they can produce highly toxic gases such as hydrogen cyanide, acrolein, and ammonia in addition to carbon monoxide. These gases can be fatal in very small amounts.

If your instincts tell you not to, or you are uncomfortable with the situation for any reason, just let the fire department do their job.

ADDITIONAL EVACUATION INFORMATION

Room Temperature: Room temperature in rooms occupied by children must be maintained at a minimum of 65 °F. Educators must take appropriate measures to protect children from health risks associated with excessive heat. If, after an hour, acceptable temperatures have not been restored, the Center (or his/her designee) will arrange for the children to be transported home or to those designated as emergency contacts.

Water: In anticipation of loss of water or poor quality water, Center Managers will ensure that their center has a supply of bottled water and hand wipes or paper towels. If there is no water of acceptable quality for a duration of thirty (30) minutes, the Center Manager (or his/her designee) will arrange for children to be transported home or to those designated as emergency contacts.

Power: In anticipation of loss of power, Center Managers will ensure that classrooms have flashlights to provide some light. During the time of the year when it becomes dark early (winter months), the Center Manager (or his/her designee) will ensure that classrooms are not in session later than 3:30 p.m. if power is not restored by that time. In the event that the loss of power causes loss of water or poor quality water, each center will have a supply of bottled water and hand wipes. If there is no water of acceptable quality for a duration of thirty (30) minutes, the Center Manager (or his/her designee) will arrange for children to be transported home or to those designated as emergency contacts.

Attachment B-4: Stepping Stones Early Education Center Evacuation Plan

In the event of an emergency situation that requires an evacuation of LEO Early Head Start Stepping Stones Early Education Center, 35 Waitt Avenue, Lynn, MA 01904, one of the following plans shall be implemented. In all situations, those persons as designated in the attached Emergency Preparedness Information Form shall:

- Confirm with administration required transportation resources and arrival time at host facility
- Provide first aid as needed
- Take any needed medications
- Take the first aid Kit
- Take attendance lists, use during evacuation and transport to host facility
- Take emergency information on each child
- Call for help
- Carry the cellular Phone
- Carry Emergency Kits out
- Supervise assigned children
- Account for all children, staff and visitors during evacuation process.
- Make sure everyone is out of the building?
- Coordinate with administration to notify families of evacuation and host facility information

NOTE: In all cases below, staff will accompany children and provide for their support at the host facility until reunited with families or return to the evacuated facility.

1. If the emergency is confined to the IMMEDIATE AREA of the child care facility, e.g. fire, or hazardous materials release, and the children cannot remain on the premises, the children will leave the building and walk to **Teddy Bear Family Child Care 520 Eastern Ave in Lynn, MA 01902**. They will remain at this location accompanied by caregivers while parents/emergency contacts are notified and arrangements are made for either transport home or for continued care taking.
 - a. In the event that a physical examination is recommended due to the nature of the emergency, the program will call 911 for assistance. Parents/emergency contacts and the Department of Early Education and Care will be informed.
2. In a more widespread emergency such as flood or hazardous materials accident requiring evacuation away from the caregiving facility and surrounding area, the children will leave the building and gather nearby in a safe place while awaiting transportation by LEO school buses to **110 Blossom Street, Lynn, MA 01902**. They will remain at this location accompanied by caregivers while parents/emergency contacts are notified and arrangements are made for either transport home or continuation of care.
3. In the event of a major emergency that necessitates a large scale evacuation involving the places of safety listed above, evacuation arrangements will be coordinated with community

public safety/emergency management officials to locate places of safety that can safely accommodate the children and caregiving staff. This information will be provided to parents emergency contacts so that you may make arrangements for transportation home or continued care.

EVACUATION WHEN FIRE IS INVOLVED

A fire that cannot be immediately extinguished by the Center staff will be considered an imminent health hazard and the Center will be evacuated in accordance with these procedures and with the fire plan designed for the center.

The primary responsibility for Head Start and Early Head Start Center staff is for the safe evacuation of children and not to extinguish fires. If a fire can be extinguished quickly and safely, then a staff member will extinguish the fire while the other staff are evacuating the children.

WHEN NOT TO FIGHT A FIRE

Never fight a fire:

If you don't know what is burning, you don't know what type of extinguisher to use. Even with an ABC extinguisher, there may be something in the fire that is going to explode or produce highly toxic smoke. Chances are, you *will* know what's burning, or at least have a pretty good idea, but if you don't, let the fire department handle it

If the fire is spreading beyond the spot where it started. The time to use an extinguisher is in the beginning stages of a fire. If the fire is already spreading quickly, it is best to simply evacuate the building, closing doors and windows behind you as you leave.

If you can't fight the fire with your back to an escape exit. In case the extinguisher malfunctions, or something unexpected happens, you need to be able to get out quickly, and you don't want to become trapped. Just remember, **always keep an exit at your back**.

If you don't have adequate fire-fighting equipment. If you don't have the correct type or large enough extinguisher, it is best not to try to fight the fire.

If you might inhale toxic smoke. If the fire is producing large amounts of smoke that you would have to breathe in order to fight it, it is best not to try. Any sort of combustion will produce some amount of carbon monoxide, but when synthetic materials such as the nylon in carpeting or foam padding in a sofa burn, they can produce highly toxic gases such as hydrogen cyanide, acrolein, and ammonia in addition to carbon monoxide. These gases can be fatal in very small amounts.

If your instincts tell you not to. If you are uncomfortable with the situation for any reason, just let the fire department do their job.

ADDITIONAL EVACUATION INFORMATION

Room Temperature: Room temperature in rooms occupied by children must be maintained at a minimum of 65 °F. Educators must take appropriate measures to protect children from health risks associated with excessive heat. If, after an hour, acceptable temperatures have not been restored, the Center (or his/her designee) will arrange for the children to be transported home or to those designated as emergency contacts.

Water: In anticipation of loss of water or poor quality water, Center Managers will ensure that their center has a supply of bottled water and hand wipes or paper towels. If there is no water of acceptable quality for a duration of thirty (30) minutes, the Center Managers (or his/her designee) will arrange for children to be transported home or to those designated as emergency contacts.

Power: In anticipation of loss of power, Center Managers will ensure that classrooms have flashlights to provide some light. During the time of the year when it becomes dark early (winter months), the Center Managers (or his/her designee) will ensure that classrooms are not in session later than 3:30 p.m. if power is not restored by that time. In the event that the loss of power causes loss of water or poor quality water, each center will have a supply of bottled water and hand wipes. If there is no water of acceptable quality for a duration of thirty (30) minutes, the Center Managers (or his/her designee) will arrange for children to be transported home or to those designated as emergency contacts.

Attachment C1: Blossom Early Education Center Parent/Guardian Emergency Evacuation Information

Blossom Early Education Center
110-124 Blossom Street, Lynn, MA 01905

Emergency Contact: Cindy Morales 781-309-5570

In the event of a Confined Environmental Emergency, (e.g. fire, chemical spill, etc.) during which this child care facility must be evacuated, in accordance with Public Safety officials, staff and children will leave the building and walk to the Demakes Family YMCA 40 Neptune Blvd, Lynn MA 01902

In the event staff and children are required to leave the immediate area due to a non-confined Environmental Emergency, (e.g. chemical spills, flood waters, etc.) both children and staff will be transported by LEO buses to the following

Non-Immediate Area:

Demakes Family YMCA 40 Neptune Blvd, Lynn MA 01902 while awaiting transportation by LEO buses to the Jack Robinson Child Care Center.

If necessary, the program will call 911 if children require medical attention.

In the event of a **Major Environmental Non-Confined Emergency** that necessitates the evacuation of a large area, evacuation arrangements will be coordinated with community public safety/emergency management officials to locate places of safety that can safely accommodate the children and care giving staff. This information will be provided to parents' emergency contacts so that you may make arrangements for transportation home or continued care. At all times during the crisis staff will remain with and care for all children in care. Staff will check attendance whenever children are moved. Staff will maintain accurate Attendance Lists and bring any necessary medications/supplies and emergency records.

All parents will be notified of the situation and where to pick-up their children as soon as possible.

PLEASE SAVE THIS FORM IN A SAFE PLACE FOR REFERENCE

Attachment C2: Jack Robinson Early Education Center Parent/Guardian Emergency Evacuation Information

Jack Robinson Early Education Center
38 Commercial Street, Lynn, MA 01905

Emergency Contact: Kassandra Jackson or Katerine De Jesus 781-309-5540

In the event of a Confined Environmental Emergency, (e.g. fire, chemical spill, etc.) during which this child care facility must be evacuated, in accordance with Public Safety officials, staff and children will be transported by LEO buses to **110 Blossom Street.**

In the event staff and children are required to leave the immediate area due to a non-confined Environmental Emergency, (e.g. chemical spills, flood waters, etc.) both children and staff will be transported by LEO buses to the following **Non-Immediate Area: 110 Blossom Street.**

If necessary, the program will call 911 if children require medical attention.

In the event of a **Major Environmental Non-Confined Emergency** that necessitates the evacuation of a large area, evacuation arrangements will be coordinated with community public safety/emergency management officials to locate places of safety that can safely accommodate the children and care giving staff. This information will be provided to parents/emergency contacts so that you may make arrangements for transportation home or continued care. At all times during the crisis staff will remain with and care for all children in care. Staff will check attendance whenever children are moved. Staff will maintain accurate Attendance Lists and bring any necessary education/supplies and emergency records.

All parents will be notified of the situation and where to pick-up their children as soon as possible.

PLEASE SAVE THIS FORM IN A SAFE PLACE FOR REFERENCE

Attachment C4: Stepping Stones Early Education Center Parent/Guardian Emergency Evacuation Information

LEO Early Head Start Stepping Stones Early Education Center
35 Waitt Avenue, Lynn, MA 01904

Emergency Contact: Jennifer Baker, Stepping Stones Early Education Center Manager 781-309-5531

In the event of a Confined Environmental Emergency, (e.g. fire, chemical spill, etc.) during which this child care facility must be evacuated, in accordance with Public Safety officials, staff and children will leave the building and walk to **Teddy Bear Family Child Care 520 Eastern Ave in Lynn, MA 01902.**

In the event staff and children are required to leave the immediate area due to a non-confined Environmental Emergency, (e.g. chemical spills, flood waters, etc.) both children and staff will leave the building and gather nearby in a safe place while awaiting transportation by LEO school buses to **110 Blossom Street, Lynn, MA 01902.**

If necessary, the program will call 911 if children require medical attention.

In the event of a **Major Environmental Non-Confined Emergency** that necessitates the evacuation of a large area, evacuation arrangements will be coordinated with community public safety/emergency management officials to locate places of safety that can safely accommodate the children and care giving staff. This information will be provided to parents emergency contacts so that you may make arrangements for transportation home or continued care. At all times during the crisis staff will remain with and care for all children in care. Staff will check attendance whenever children are moved. Staff will maintain accurate Attendance Lists and bring any necessary medications/supplies and emergency records.

All parents will be notified of the situation and where to pick-up children as soon as possible.

PLEASE SAVE THIS FORM IN A SAFE PLACE FOR REFERENCE

Attachment D: Emergency Kits and Supplies

This list contains the **minimum** items you should have in your center in case of an emergency.

Center Emergency Kit

(Should be packed in a backpack or other container that is mobile in the event of an evacuation and be located in a central and easily accessible location)

- ❑ Copies of all contact lists
 - For families **and** staff, include the name, phone number, and e-mail as well as information for someone preferably out-of-state, at least out of the immediate area
 - Phone numbers and e-mails for your Sponsor Liaison and/or immediate Managers
- ❑ Flashlights with extra batteries
 - Long-life, emergency flashlights
- ❑ Battery-operated radio and extra batteries
 - AM/FM, weather band/TV band
- ❑ Manual can-opener
- ❑ First aid kit
 - Add gloves and Kleenex
- ❑ Notepad and pens/pencils
- ❑ Scissors
- ❑ Hand-sanitizer and cleansing agent/disinfectant
- ❑ Whistle
- ❑ Disposable Cups
- ❑ Wet Wipes
- ❑ A stock of “extra” games, books, drawing material and the like, for those unusual circumstances when children need to be kept calm.

In the Center in General

- ❑ Charged cell phone
- ❑ One gallon of water for every four children and staff
- ❑ Disposable cups
- ❑ Non-perishable food items like soft granola bars, cereal, cheese and crackers, cans of fruit, and special infant items, etc. – should be nut-free in case of allergies
- ❑ Extra supplies of critical material
- ❑ A stock of “extra” games, books, drawing material and the like, for those unusual circumstances when children need to be kept calm.

Each Child Should Have:

- ❑ A change of seasonally appropriate clothing
- ❑ A blanket
- ❑ Extra diapers (one-day supply as space allows)
- ❑ Extra formula (one-day supply as space allows)

Location of Emergency Kits:

- Blossom Early Education Center: Manager's Office
- Jack Robinson Early Education Center: Center Manager/Supervisor's Office
- Stepping Stones Early Education Center: Health Advocate's Office

Locations of Additional Emergency Supplies: _____

Location of Cell Phone: _____

Attachment E: Guidelines on Handling Medical Emergencies

The following information is provided as a quick reference to help you make decisions in a stressful emergency situation. This information is by no means intended to substitute for adequate first aid training. Staff involved in the direct care of children should maintain current certification in first aid and CPR for infants and children.

By applying standard principles of action in every medical situation, staff can prevent further harm and avoid overlooking factors that may affect a child. It is important for staff to recognize signs and symptoms requiring immediate action and ambulance transport to the nearest hospital emergency department, as opposed to those that are not emergencies and can be treated at the Center and/or while waiting for the child to be picked up. The teacher who is with the child should provide first aid according to the principles of emergency action.

MEDICAL EMERGENCY CONDITIONS

Listed below are some examples of conditions that are considered serious medical emergencies requiring immediate medical care by a health care professional. Call an ambulance and then notify the child's parent/ guardian immediately for any of the following:

- semi consciousness (able to arouse but extremely lethargic) or unusual confusion
- breathing difficulties including:
 - rapid, noisy breathing (barking, gurgling or crowing sounds, severe wheezing)
 - labored breathing (takes so much effort that child cannot talk, cry, drink, or play)
- severe bleeding (large or multiple wounds that cannot be controlled with direct pressure)
- unequal pupils (black centers in eyes)
- first-time seizure call, 911 immediately and follow the individual health plan and the doctor's instructions
- neck or back injury
- continuous clear drainage from the nose or ears after a blow to the head
- non-injury-related severe headache, stiff neck, or neck pain when the head is moved
- hives (a rash that looks like welts) that appear quickly, especially if hives involve face, lips, tongue, and/or neck
- very sick-looking or sick-acting child who seems to be getting worse quickly
- repeated forceful vomiting after eating in an infant under four months of age
- severe abdominal pain that causes the child to double up and scream
- abdominal pain without vomiting or diarrhea following a recent blow to the abdomen or a hard fall
- possible broken bones, especially if the child shows symptoms of shock or the body part cannot be adequately splinted or otherwise immobilized for transport by parent/guardian

The teacher should apply appropriate first aid measures for all medical emergencies and minor illnesses or injuries as outlined in Red Cross *Pediatric First Aid*. Keep a copy of this section with the first aid kit.

NOTIFYING A PARENT/GUARDIAN

The parent/guardian of a sick or injured child should be contacted by telephone as soon as possible. The Assistant center manager or a staff member should continue to try to reach a parent/guardian or emergency contact. However, whether or not he or she is able to contact a parent/guardian or emergency contact, the child should still be taken to the hospital whenever a medical emergency exists.

Attachment F: Procedures for Conducting a Fire Drill

1. **Inform the staff in advance.** The Center Supervisor informs the staff that there will be a fire drill later in the day/week.
2. **Staff members talk to the children about the drill.** Teachers talk to the children in their classroom about the bell/alarm, rules, and procedures for vacating the building.
3. **Evacuate the building.** When the alarm goes off:
 - Evacuating Infants and Toddlers:
 - a. Children who are not walking are placed in an evacuation crib (four to a crib) and the crib is wheeled outside to the designated area.
 - b. Toddlers (walkers) proceed immediately with staff to the outside-designated area.
 - Evacuating All Other Children:
 - a. Teachers count their children and leave the building in groups, taking attendance sheets with them.
 - b. No one can stop for coats or any other personal items.
 - c. Everyone should go to his or her designated place on the playground or other space.
 - d. Once outside, teachers recount their children.
 - e. The Assistant center manager or designee checks bathrooms, closets, and “hiding places” for “lost children” and for possible sources of smoke or fire during a real alarm.
4. **Retrieve files of parent/guardian names and phone numbers.** Each teacher will take the First Aid Bag which has a copy of the latest parent/guardian names and phone numbers and takes it outside.
5. **Time the drill.** The Assistant center manager times how long it took to vacate the building and checks with each group to verify an accurate recount of all persons.
6. **Verify accurate recount of all persons.** The Assistant center manager or designee checks with each group to verify an accurate recount of all persons.
7. **Return to the building.** The Manager or designee gives approval to reenter the building. The Center Managers or designee helps with infants and toddlers.
8. **Document the Completed Fire Drill.** The Assistant center manager completes written documentation that contains the specifics of the drills: date, time to vacate building, weather conditions of the fire drill.

Attachment G: Bomb Threat Report 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 callers voice:

Male _____ Female _____ Adult _____ Teenage _____ Child _____ Estimated Age _____

Accent _____ Speech Impediment _____ Slow _____ Fast _____ Drug-alcohol _____

Affected _____ Normal _____ Excited _____ Loud _____ Soft _____ Disguised _____ Other _____

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 _____

Attachment H: Organizational Roles and Responsibilities

List all staff names, addresses, and phone numbers (regular and emergency) as well as position in the program.

For each person, list whom that person reports to, in order of responsibility. Be able to show at a glance who is in charge if someone above is unable to respond.

List roles and responsibilities in an emergency. Consider overlaps in case someone is not able to fulfill their role.

Answer these questions:

- Who will provide first aid?
- Who will take any medications?
- Who will take the first aid kit?
- Who will take emergency information on each child?
- Who will call for help?
- Who will carry the cellular phone?
- Who will carry the emergency kits?
- Which groups of children go with which staff?
- Who makes sure everyone is out of the building?

Share the list with the staff and discuss it so there is no surprise during an emergency. Everyone should know their primary and back up responsibilities.

Maintain an attendance list at all times; do not put children, staff, visitors, or emergency personnel at risk by not knowing these three things:

- Who is in the building?
- When did they arrive?
- When did they leave?

Have emergency information with the attendance list. Make sure you know health information and have permission for emergency medical treatment and know of any special requirements or medications for children and staff.

Emergency Preparedness Information Form

Duplicate this form as needed to include all staff.

Site: _____

Date: _____

Name	Address	Phone	Emergency Phone	Position	Reports to	Emergency Responsibilities (enter code)

The Center Managers are responsible for confirming with administration required transportation resources and arrival time at host facility; calling for other help as needed, carrying the cell phone, making sure everyone is out of the building, and accounting for all children, staff and visitors during evacuation process. All staff are trained in First Aid and will provide it as needed. Each classroom Head Teacher and Assistant Teacher will lead their children through the evacuation process.

Other functions codes: 1= taking the first aid kit, any rescue medications and emergency information on each child; 2 = taking attendance lists, and using during evacuation and transport to host facility; 3 = carrying Emergency Kits out; 4 = coordinating with administration to notify families of evacuation and host facility information.

Attachment I: National Weather Service Advisories and Warnings

The following are National Weather Service criteria for issuing Advisories and Warnings for various weather events. Watches are generally issued with longer lead times in expectation of meeting Warning criteria.

TYPE OF ISSUANCE	WHEN ISSUED FOR SOUTHERN NEW ENGLAND
Winter Weather Advisory	4", 5" or 6" of snow mentioned in 24 hours; OR any accretion of freezing drizzle on road surfaces; OR a mix of snow/sleet totaling 4", 5" or 6"; OR blowing/drifted snow occasionally reducing visibility to < 1/4 mile
Winter Storm Warning	>7" of snow or snow/sleet combination mentioned in next 24 hours; OR > 1/2" accretion of freezing rain
Blizzard Warning	For at least 3 hours, falling and/or blowing snow frequently reduces visibility to < 1/4 mile AND sustained winds or frequent gusts > 35 mph.
Wind Chill Advisory	Wind chill index between -25°F and -39°F for at least 3 hours using <i>only</i> the sustained wind
Wind Chill Warning	Wind chill index < -40°F for at least 3 hours using <i>only</i> the sustained wind.
Wind Advisory	Sustained winds 31-39 mph for at least 1 hour; OR any gusts to 46-57 mph
High Wind Warning	Sustained winds 40-73 mph for at least 1 hour; OR any gusts > 58 mph
Inland High Wind Warning or Hurricane Force Winds	Sustained winds > 74 mph
Dense Fog Advisory	Widespread visibility < mile for at least 3 hours
Small Craft Advisory	Sustained wind 25-33 knots AND/OR seas > 7 feet within 12 hours
Gale Warning	Sustained wind 34-47 knots within 24 hours from a non-tropical System
Storm Warning	Sustained wind > 48 knots within 24 hours from a non-tropical System
Tropical Storm Warning	Sustained winds of 39-73 mph (34-63 knots) within 24 hours
Hurricane Warning	Sustained winds > 74 mph (64 knots) within 24 hours; implies dangerous storm surge
Special Marine Warning	Brief/sudden occurrence of sustained wind or frequent gusts > 34 knots, usually associated with thunderstorms; also issued for water spouts
Severe Thunderstorm Warnings	Thunderstorms with wind gusts > 58 mph AND/OR hail >3/4" in diameter
Tornado Warning	Likelihood of a tornado within the given area based on radar or actual sighting; usually accompanied by conditions indicated above for "Severe Thunderstorm Warning"
Flash Flood Warning	A flood that occurs within a few hours of heavy rainfall, a dam or levee failure, or water released from an ice jam
Flood Warning	Expected inundation of a normally dry area near a stream or other watercourse; OR unusually severe ponding of water expected
River Flood Warning	Expected flooding of main stem rivers (such as the Merrimack, Charles, Connecticut, etc.)
Coastal Flood Warning	<i>Widespread</i> coastal flooding expected within 12 hours; more than just typical overwash

Attachment J1: DEEC Designated Adult Emergency Backup - Blossom Early Education Center Head Start Program

DEEC Regulation 606 CMR 7.10(8)(c) reads as follows:

“Notwithstanding the staff: children ratios provided at 606 CMR 7.10(4), there must always be a second adult trained in the program’s health care and emergency procedures immediately available in case of an emergency.”

LEO Blossom Early Education Center Head Start program has designated that:

Staff Name: Helen Butler Title: Center Manager

will be available to report directly to the Blossom Early Education Center during a known emergency requiring building evacuation or when called by the center personnel. The above named designated staff person will be able to respond promptly. They will ensure that they do not have other responsibilities that would impede their ability to make themselves immediately available to the center.

My signature acknowledges that I agree to fulfill this role in the manner specified above.

Staff: _____ Date: _____

Attachment J2: DEEC Designated Adult Emergency Backup - Stepping Stones Early Education Center Early Head Start Program

DEEC Regulation 606 CMR 7.10(8)(c) reads as follows:

“Notwithstanding the staff: children ratios provided at 606 CMR 7.10(4), there must always be a second adult trained in the program’s health care and emergency procedures immediately available in case of an emergency.”

LEO Early Head Start program has designated that:

Staff Name: Leda Perez Title: Family Service Worker

will be available to report directly to the Early Head Start center during a known emergency requiring building evacuation or when called by the center personnel. The above named designated staff person will be able to respond promptly. They will ensure that they do not have other responsibilities that would impede their ability to make themselves immediately available to the center.

My signature acknowledges that I agree to fulfill this role in the manner specified above.

Staff: _____ Date: _____

Attachment J3: DEEC Designated Adult Emergency Backup - Jack Robinson Early Education Center Head Start Program

DEEC Regulation 606 CMR 7.10(8)(c) reads as follows:

“Notwithstanding the staff: children ratios provided at 606 CMR 7.10(4), there must always be a second adult trained in the program’s health care and emergency procedures immediately available in case of an emergency.”

LEO Jack Robinso
n Early Education Center Head Start program has designated that:

Staff Name: Santa Perez Title: Family Service Worker

will be available to report directly to the Jack Robinson Early Education Center during a known emergency requiring building evacuation or when called by the center personnel. The above named designated staff person will be able to respond promptly. They will ensure that they do not have other responsibilities that would impede their ability to make themselves immediately available to the center.

My signature acknowledges that I agree to fulfill this role in the manner specified above.

Staff: _____ Date: _____