

Policy Number: HS 001	Title: Emergency/Natural Disaster Plan
Performance Standard: 1302.47 (b)(7)(i)(ii)(8) USD 418 BOE Policy: EBBE	Original Date: 3/15/2011 Review Date: 4/2020 AC
	Policy Council Approval/Revision: 1/2018 BOE Approval: 3/2018

POLICY:

In the case of an emergency/natural disaster, early childhood staff will follow the emergency plan provided by the school district and individual school building.

Staff will familiarize themselves with emergency policies by reading local district emergency manuals and attending staff development training offered by their school building or the Early Childhood Office.

PROCEDURE:

Staff will consider alternate routes and procedures when needed for children and staff with limited physical mobility. Staff will be assigned to children who will need extra assistance at the first day of school in the case of an emergency.

In case of fire: Fire escape plans are posted in every classroom at all times. Staff will be familiar with exit procedures, and new staff will be trained in the appropriate actions to exhibit in case of a fire. Fire drills will be practiced at a minimum of one time per month. Staff should take first aid kits, emergency consent releases, emergency bags, and a cell phone if possible when exiting the building.

In case of tornado: Tornado plans are posted in every classroom at all times. Staff will be familiar with safe locations, and new staff will be trained in the appropriate actions to exhibit in case of a tornado. Tornado drills will be practiced at a minimum of 3 times a year. In all centers, children and staff should take the tornado protection position, crouched down on knees, with heads tucked down, and hands cupped over the back of the head with bottoms to the wall. If tornado-producing weather occurs at release time, children will be kept in the shelter of the building until children are safe to be released. Staff should take first aid kits, emergency consent releases, emergency bags, and a cell phone if possible when following emergency procedures.

In case of floods or severe weather, bomb threats, evacuations & all emergency situations: Staff will follow the procedures of their school and building administration. Staff will familiarize themselves with their building procedures, and new staff will be trained in the appropriate actions to exhibit in these emergency situations. Staff should take first aid kits, emergency consent releases, emergency bags and a cell phone if possible when following emergency procedures.

