

AUGUST 2001

LOUISIANA MODEL DAYCARE EMERGENCY PLAN

EMERGENCY OPERATIONS PLAN OF THE

_____ FACILITY

**DATED _____ HAS BEEN FORWARDED TO THE
PARISH OFFICE OF EMERGENCY PREPAREDNESS
AND THE STATE DEPARTMENT OF SOCIAL SERVICES
OFFICE IN _____ PARISH**

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STEPS TO FOLLOW TO COMPLETE THE EMERGENCY PLAN:

1. *Follow this Model Plan, adapting it to your center's situation and needs. The contents of the Model Plan are in plain type, and comments and instructions are in italics for your convenience.*
2. *Consider the hazards that affect your area. A daycare center in South Louisiana may need to consider the danger of hurricanes. A center in North Louisiana may need to consider winter ice storms. Depending on your area, you could be subject to flooding. There could be hazardous materials releases from industrial plants or rail, barge or trucking accidents. All areas of Louisiana are at risk from severe storms and tornadoes, and all centers can be subject to fires or criminal acts.*
3. *Make sure that all of your employees are trained in the provisions of this plan so that they can act in an emergency. Hold a drill to rehearse emergency procedures at least once a year. Make sure parents and guardians are informed of the provisions of this plan.*
4. *Coordinate your plan with the Parish Office of Emergency Preparedness (OEP) and furnish a copy of the plan to the OEP as soon as it is completed, and whenever it is changed. Review the plan at least once a year and after each actual emergency.*

EASYGOING DAYCARE CENTER EMERGENCY PLAN

2121 EASY STREET

NEW ORLEANS, LA 70101

PHONE: (504) 555-4444

FAX: (504) 555-4443

I. GENERAL:

1. Emergencies happen. The purpose of this plan is to describe the actions to be taken in an emergency to make sure that the children and staff of this center are kept from harm. The safety and well being of children and staff shall always take first priority over all other considerations.
2. A copy of this plan will be kept in the office, and the plan will be prominently posted next to the office door.
3. The plan will be reviewed and updated at least annually, and after every actual emergency.
4. All staff will be given a copy of the plan and will be trained to follow it in an emergency. A drill will be held at least annually to test the plan and the staff, in addition to any drills required by the Fire Marshall.
5. Quick response guides are attached to this plan as Tab A. They explain what to do in each type of emergency.
6. A list of emergency telephone numbers is attached to Tab A.

II. SITUATION:

1. This daycare center is located at the corner of Easy Street and Toddler Avenue. A map showing the location is attached as Tab B.

Describe the center's location, and show whether there is more than one building. Include a sketch map that shows the neighborhood and main streets.

2. The daycare center has two buildings. A floor plan is attached as Tab C.

Include a sketch floor plan of the building(s) with exits marked. The floor plan must show the office, utility spaces and any hazardous materials storage.

3. This center could be affected by hurricanes, severe storms, tornadoes, fires, criminal acts and hazardous materials incidents on Interstate 10.

List the major hazards that could affect the center. Include natural hazards such as floods and severe storms, and technological hazards such as businesses that handle hazardous materials and are within two miles of the center. Indicate any highways, railroads and waterways that have hazardous materials traffic within two miles of the center.

4. A list of the staff is attached at Tab D. The average number of children who are at the center most days is 47.
5. A list of contact numbers for parents and guardians is attached at Tab E.

III. CONCEPT OF OPERATIONS:

1. The owner, Mrs. Easygoing, is in charge. When an emergency happens, she will be informed immediately and will inform the rest of the staff. One person will be assigned to listen for alerts on the radio and check on the status of the emergency.
2. Depending on the type of emergency, Mrs. Easygoing will decide whether to shelter in place or evacuate a building or the whole center. If an evacuation is needed for a fire in one of the buildings, the staff will lead the children to the parking lot of the Circle K next door, and parents and guardians will be notified to pick up their children. If the neighborhood has to be evacuated, the children will be taken to the parking lot of the East Bank Mall, in front of the Maison Rouge department store and parents and guardians will be notified to pick up their children there.

A. Shelter In Place:

Shelter In Place means that the staff and the children in the daycare center will remain in the center's building(s). Sheltering can be used in emergencies such as severe storms. Any children or staff that are outside will be brought in, accounted for and put in their assigned rooms. Windows and doors will be firmly closed and checked for soundness. Storm shutters, if available, will be closed. If a storm gets very strong, and windows are threatened, children and staff will be moved to interior rooms and hallways. In the event of a tornado warning, children and staff will be moved to interior hallways. Sheltering may also be used in the event of a hazardous chemical incident. Windows and doors will be shut and all fans, air conditioners and ventilators will be turned off. Cloths will be stuffed around gaps at the bottom of doors. The center will stay in Shelter until the authorities give an all clear.

B. *Evacuate:*

There are a number of hazards that could cause an evacuation. The most common would be a fire in or near the center's building(s), rising floodwaters or an evacuation order issued by the police, fire department or other governmental authority. The person in charge will order an evacuation. If the emergency is limited to a single building or area, staff and children will be moved to a safe distance. If the entire center has to be evacuated staff and children will be moved to a predesignated evacuation site at least two miles from the center. Staff will notify parents and guardians to come get their children at the evacuation site. In any evacuation children will be accounted for at the start, and again, at the completion.

3. All actions shall be taken carefully and quickly to ensure that children and staff are protected from harm.
4. Depending on the type of emergency, the staff will follow the steps listed in the attached hazard guides. The emergency actions will be in three phases; Alert, Action and Recovery.

IV. ASSIGNMENT OF RESPONSIBILITIES:

1. Mrs. Easygoing is responsible for everything that happens to the children. She will see to it that there is always a person in charge of the center, that the person knows the provisions of the emergency plan and that the rest of the staff is trained and able to carry out the provisions of the plan.
2. Staff members will be provided a copy of the plan and will be trained to follow it. Every staff member will participate in an emergency.
3. Mrs. Easygoing will update the plan as needed and will hold at least one practice drill every year, in addition to any drills that may be required by fire regulations.

V. SIGNATURE:

Mrs. Emaline Easygoing

Date

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TAB A QUICK RESPONSE GUIDES

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BUILDING DAMAGED

ALERT PHASE

1. WHERE IS THE BUILDING DAMAGED?
 - A. DETERMINE SEVERITY THEN EVACUATE IF REQUIRED.
2. IS ANYBODY TRAPPED IN THE BUILDING?
 - A. IF YES,
 - (1) EVACUATE EVERYBODY ELSE.
 - (2) CALL 911 OR LOCAL FIRE DEPARTMENT.
 - (3) HAVE STAFF MEMBER STAY BY TRAPPED PERSON.
3. ARE ANY EXITS BLOCKED?
 - A. IF YES,
 - (1) EVACUATE USING OTHER EXITS.
 - (2) IDENTIFY DANGERS AND BLOCK ACCESS.
4. IS THERE DANGER OF A PARTIAL OR TOTAL BUILDING COLLAPSE?
 - A. EVACUATE IMMEDIATELY AND CALL 911 OR LOCAL FIRE DEPARTMENT.
5. ARE THERE ANY OTHER CLUES: GAS SMELL, WATER LEAK, POWER OUT?
 - A. EVACUATE TO A SAFE DISTANCE.

ACTION PHASE

1. PRIMARY STAFF ACTIONS:
 - A. CALM STAFF AND CHILDREN
 - B. BEGIN STANDARD BUILDING EVACUATION.
 - C. ASSEMBLE CHILDREN AT DESIGNATED SPOT.
 - D. PICK UP EMERGENCY CARD FILE OR DIRECTORY.
 - E. IF 911 WAS CALLED, HAVE A STAFF MEMBER STAY BY BUILDING TO MEET RESPONDERS.

- F. ACCOUNT FOR ALL CHILDREN AND MOVE TO A SAFER LOCATION. DESIGNATE A NEAR LOCATION AND A FAR AWAY LOCATION.
2. SECONDARY STAFF ACTIONS:
- A. SHUT OFF GAS.
 - B. CHECK BUILDING FOR STRAGGLERS.
 - C. CALL PARENTS AND NOTIFY THEM OF SITUATION.
 - D. KEEP ANYBODY FROM RE-ENTERING BUILDING.
 - E. MAKE SURE THAT TRANSPORT IS AVAILABLE TO MOVE CHILDREN AND STAFF TO FAR AWAY LOCATION.
 - F. IF THE DAMAGE IS WEATHER RELATED, MAKE SURE A PORTABLE RADIO IS BROUGHT TO CHECK WEATHER STATUS.

RECOVERY PHASE

- 1. WHEN CHILDREN ARE OUT OF BUILDING, IS ANYBODY HURT?
 - A. IF YES, PERFORM FIRST AID AND CALL 911 OR FIRE DEPARTMENT.
- 2. IS EVERYBODY ACCOUNTED FOR?
 - A. IF NOT, START SEARCH AND CALL FOR HELP IF NEEDED.
- 3. ARE THERE ASSOCIATED DANGERS: FLOOD WATERS, LOOSE ELECTRIC WIRES, FIRES, DEBRIS?
 - A. IF YES, TAKE CHILDREN TO FAR AWAY EVACUATION SITE.
- 4. HAS 911 OR THE FIRE DEPARTMENT BEEN CALLED?
 - A. IF YES, MAKE SURE THAT SOMEBODY STAYS TO MEET EMERGENCY RESPONDERS.

EVACUATIONS

ALERT PHASE

1. WHAT IS THE THREAT?
 - A. FIRE: MOVE CHILDREN TO FIRE EXITS AND OUT OF AND AWAY FROM THE BUILDING.
 - B. GAS SMELL: MOVE CHILDREN TO FIRE EXITS AND OUT OF AND AWAY FROM THE BUILDING.
 - C. DAMAGED BUILDING: MOVE CHILDREN AWAY FROM DAMAGED PARTS, THEN OUT OF BUILDING IF NECESSARY.
 - D. WATER LEAK INSIDE: MOVE CHILDREN AWAY FROM LEAK.
 - E. WATER RISING OUTSIDE: IF TIME PERMITS, EVACUATE BUILDING AND AREA AHEAD OF WATER. IF WATER RISES TOO FAST, STAY IN BUILDING AND CALL FOR HELP. MOVING THROUGH FLOWING WATER IS EXTREMELY DANGEROUS.
 - F. HAZARDOUS MATERIALS RELEASE: IF TIME PERMITS, MOVE CHILDREN TO A FAR EVACUATION SITE. IF TIME IS SHORT, SHELTER IN PLACE.

ACTION PHASE

1. PRIMARY STAFF ACTIONS:
 - A. MOVE CHILDREN QUICKLY AND QUIETLY TO ASSEMBLY AREAS INSIDE OR OUTSIDE.
 - B. ACCOUNT FOR ALL CHILDREN AND STAFF.
 - C. CHECK FOR INJURIES
 - D. PICK UP EMERGENCY INFORMATION CARD DECK OR MANUAL AND TAKE ALONG.

- E. IF AN AREA EVACUATION IS REQUIRED, SECURE TRANSPORT AND LEAVE A NOTE STATING WHERE YOU HAVE GONE AND WHAT YOU WILL DO.
2. SECONDARY STAFF FUNCTIONS:
- A. SHUT OFF GAS.
 - B. CLOSE WINDOWS.
 - C. CALL APPROPRIATE AGENCY; 911, FIRE DEPARTMENT, POLICE, GAS COMPANY, ETC.
 - D. LEAVE A STAFF PERSON BEHIND, IF POSSIBLE, TO MEET EMERGENCY RESPONDERS.

RECOVERY PHASE

1. AFTER EVACUATION, DOES A DANGER EXIST IN THE BUILDING?
- A. IF YES, DO NOT ALLOW STAFF OR CHILDREN TO RE-ENTER THE BUILDING.
2. IS THE AREA DANGEROUS, WITH FLOOD WATERS, LIVE WIRES, ETC.?
- A. IF YES, DO NOT ALLOW CHILDREN OR STAFF TO RE-ENTER THE AREA.
3. HOW DO YOU FIND WHETHER THE AREA CAN BE RE-ENTERED?
- A. CALL THE POLICE OR FIRE OR OFFICE OF EMERGENCY PREPAREDNESS. IF YOU DON'T KNOW, DON'T GO.
4. SHOULD CHILDREN BE BROUGHT BACK TO THE CENTER AFTER AN EVACUATION?
- A. IF A SITUATION IS SERIOUS ENOUGH TO EVACUATE, CHILDREN SHOULD NOT BE BROUGHT BACK UNTIL THE FACILITY CAN BE EVALUATED AS SAFE.

FIRE

ALERT PHASE

1. DO YOU HEAR A SMOKE DETECTOR?
 - A. IF YES, EVACUATE IMMEDIATELY.
2. DO YOU SEE SMOKE?
 - A. IF YES, EVACUATE IMMEDIATELY.
3. DO YOU SEE FLAMES?
 - A. IF YES, EVACUATE IMMEDIATELY. ASSIST HANDICAPPED PEOPLE OUT OF THE BUILDING.
4. IS THE MAIN EXIT BLOCKED?
 - A. IF YES, EXIT THROUGH AN ALTERNATE EXIT OR A WINDOW. IF UNABLE TO EVACUATE IN A MULTISTORY BUILDING, GO TO A SAFE LOCATION SUCH AS A FIRE RATED STAIRWELL ENCLOSURE
5. **SHOULD YOU CALL THE FIRE DEPARTMENT FROM THE CENTER?**
 - A. **IF ANY OF THE ABOVE APPLIES, EVACUATE FIRST, THEN CALL. TREAT EVERY ALARM AS AN EMERGENCY**

ACTION PHASE

1. ACCOUNT FOR ALL CHILDREN AND STAFF.
2. ONCE EVERYBODY IS OUT AND ACCOUNTED FOR, DO NOT LET ANYBODY BACK IN.
3. IF THE FIRE IS SMALL, YOU MAY BE ABLE TO PUT IT OUT WITH THE CENTER'S FIRE EXTINGUISHERS.
4. REMEMBER FIRE RULES:

- A. ALWAYS CRAWL CLOSE TO THE FLOOR IN SMOKE.
- B. FEEL EACH DOOR FOR HEAT BEFORE OPENING IT.
- C. IF YOUR CLOTHING CATCHES FIRE, STOP, DROP TO THE FLOOR, COVER YOUR FACE WITH YOUR HANDS AND ROLL OVER AND OVER AGAIN TO PUT OUT THE FLAMES.

RECOVERY PHASE

- 1. BE READY TO ANSWER FIRE DEPARTMENT QUESTIONS:
 - A. IS ANYBODY STILL IN THE BUILDING?
 - B. HAS ANYBODY BEEN INJURED BEFORE, DURING OR AFTER THE EVACUATION?
 - C. WHERE DID THE FIRE START?
 - D. IS THERE ANYTHING IN THE BUILDING THAT COULD BE DANGEROUS TO FIREFIGHTERS; GASOLINE, CHEMICALS, PROPANE, PAINT, ETC.?
 - E. HOW LONG HAS THE FIRE BEEN GOING ON?
- 2. DO NOT RE-ENTER BUILDING UNTIL THE FIRE DEPARTMENT HAS APPROVED RE-ENTRY.

FLOOD

ALERT PHASE

1. IS THERE A SEVERE WEATHER WATCH OR WARNING?
 - A. IF YES, TURN ON THE TV OR RADIO TO GET INFORMATION.
3. IS THERE A FLASH FLOOD OR FLOOD WATCH OR WARNING?
 - A. CONTINUE TO MONITOR THE TV AND RADIO TO KEEP A CLOSE WATCH ON THE WEATHER.
4. IS THE CENTER IN A FLOOD PRONE AREA?
 - A. IF YES, KEEP ALERT AND WATCH WEATHER WARNINGS. ADVISE STAFF TO BE ALERT.
5. IS WATER COMING INTO THE BUILDING?
 - A. IF YES, ATTEMPT TO SEAL UP WATER ENTRY AREAS. PUT CHILDREN UP ON TABLES OR CHAIRS AND CALL 911 TO REPORT. DO NOT TRY TO TAKE CHILDREN ACROSS FLOODED STREETS OR AREAS.
6. IS EVACUATION AN IMMEDIATE CONCERN?
 - A. ASSEMBLE AND MOVE CHILDREN, ONE AT A TIME, WITH AN ADULT, TO A HIGHER PLACE, UPSTAIRS IN A MULTISTORY BUILDING.

ACTION PHASE

1. PRIMARY STAFF ACTIONS IF CENTER IS IN FLOOD AREA
 - A. POSITION SANDBAGS AT FIRST SIGN OF FLOODING.
 - B. CHECK NEARBY MULTI-STORY BUILDINGS FOR SHELTERS.
 - C. CHECK RAIN APPAREL FOR CHILDREN AND STAFF.
 - D. LOCATE AND BOX EMERGENCY CARD FILE.
 - E. LOCATE AND BOX FIRST AID KIT.
 - F. REVIEW RESPONSIBILITIES AND THINGS TO DO LIST.
 - G. DOUBLE CHECK EVACUATION ROUTES TO NEAR AND FAR SHELTERS.

H. FOLLOW STANDARD EVACUATION PROCEDURES.

2. SECONDARY STAFF ACTIONS:

- A. PROTECT EQUIPMENT AND FILES FROM WATER BY PUTTING THEM INTO PLASTIC BAGS AND MOVING THEM TO HIGHER SHELVES.
- B. TURN OFF GAS AND ELECTRICITY BEFORE LEAVING.
- C. LEAVE A NOTE ON DOOR TO TELL WHERE YOU ARE GOING.
- D. LEAVE A STAFF MEMBER TO WAIT FOR RESPONDERS IF HELP WAS REQUESTED AND HAD NOT YET ARRIVED.

RECOVERY PHASE

- 1. HAS THE SEVERE WEATHER WATCH/WARNING BEEN LIFTED?
 - A. IF SHELTERED IN PLACE, RETURN TO NORMAL.
 - B. IF EVACUATED, BEGIN RETURN PREPARATIONS.
- 2. IS THE BUILDING DAMAGED?
 - A. IF YES, SEE BUILDING DAMAGED CHECKLIST.
- 3. IS EVERYBODY ACCOUNTED FOR?
 - A. RESUME NORMAL OPERATIONS AS SOON AS POSSIBLE.

NATURAL GAS LEAK

ALERT PHASE

1. IS THERE A NATURAL GAS SMELL IN THE CENTER (NOTE: ALL STAFF WILL BE FAMILIARIZED WITH THE SMELL OF NATURAL GAS)?
 - A. IF YES, CALL THE GAS COMPANY AT ONCE AND OPEN A WINDOW NEAR THE SOURCE. PUT OUT ANY OPEN FLAMES.
 - B. IF YES, KEEP STAFF AND CHILDREN AWAY FROM GAS LEAK.
 - C. IF YES, EVACUATE CHILDREN AND STAFF FROM BUILDING. DO NOT TURN ANY ELECTRICAL SWITCHES ON OR OFF AND DO NOT USE THE TELEPHONE INSIDE THE CENTER.

ACTION PHASE

1. PRIMARY STAFF ACTIONS:
 - A. USE STANDARD EVACUATION PROCEDURES.
 - B. ONCE EVACUATED, DO NOT RETURN UNTIL BUILDING IS SAFE.
 - C. CALL GAS COMPANY/911 FROM AN OUTSIDE PHONE.
 - D. WAIT A SAFE DISTANCE UNTIL THE GAS COMPANY ARRIVES.
2. SECONDARY STAFF ACTION:

KEEP OTHER PEOPLE AWAY FROM THE BUILDING.

RECOVERY PHASE

1. HAS AN ALL CLEAR BEEN ISSUED BY THE GAS COMPANY/911?
 - A. RETURN TO NORMAL ACTIVITIES AS THE RESPONDERS RECOMMEND.

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HAZARDOUS MATERIALS RELEASE

ALERT PHASE

1. HAS THERE BEEN AN ALERT ABOUT A HAZARDOUS MATERIALS RELEASE?
 - A. IF YES, GET INFORMATION FROM THE RADIO, TV OR PHONE.
2. IS A CLOUD OF HAZARDOUS MATERIALS LIKELY TO COME TOWARD YOU?
 - A. IF YES, FIND OUT HOW SOON IT WILL GET TO YOU.
3. IS A CLOUD FAR OFF AND LIKELY TO COME SLOWLY?
 - A. IF YES, CONSIDER EVACUATION, TRAVELLING AWAY FROM THE PATH OF THE CLOUD. FIND OUT WHETHER THE CLOUD IS LIKELY TO GO TO YOUR REGULAR EVACUATION DESTINATION. IF YES, CHOOSE ANOTHER DESTINATION.
4. IS THE CLOUD CLOSE AND LIKELY TO COME SOON?
 - A. IF YES, SHELTER IN PLACE. GET ALL CHILDREN AND STAFF INSIDE. CLOSE AND SEAL ALL DOORS, WINDOWS AND VENTS. TURN OFF AIRCONDITIONING/HEATING AND FANS. TURN OFF OR EXTINGUISH ANY OPEN FLAME DEVICE. KEEP RADIO AND TV ON TO GET BULLETINS.
5. IS THERE A STRANGE ODOR OR A VISIBLE CLOUD OUTSIDE?
 - A. IF YES, CALL 911 OR FIRE DEPARTMENT AND REPORT THE SITUATION AND REQUEST ADVICE AND ASSISTANCE.

ACTION PHASE

1. PRIMARY STAFF ACTIONS IF YOU SHELTER IN PLACE:
 - A. CALL 911 AND TELL THEM YOU ARE SHELTERING IN PLACE.
 - B. SEAL OFF THE ROOM WHERE YOU ARE SHELTERING WITH TAPE, BLANKETS, PLASTIC BAGS, ETC.
 - C. MAKE SURE YOU HAVE A RADIO, TV, PHONE, WATER, FIRST AID KIT IN THE SHELTER AREA.

- D. FOLLOW WHAT AUTHORITIES TELL YOU TO DO.
 - E. DO NOT LEAVE THE BUILDING UNTIL THE AUTHORITIES GIVE AN ALL CLEAR.
2. SECONDARY STAFF ACTIONS:
- A. HAVE DIAPERS, TOYS, GAMES, AND BOTTLES IN SEALED AREA.
 - B. REMOVE AND DISCARD ANY CLOTHING EXPOSED TO THE HAZARDOUS MATERIAL.
 - C. IF SKIN IS EXPOSED TO HAZARDOUS MATERIAL, WASH WITH SOAP AND WATER. USE A LOT OF WATER.

RECOVERY PHASE

1. HAVE YOU RECEIVED AN ALL CLEAR FROM THE AUTHORITIES?
- A. RETURN CENTER TO NORMAL OPERATIONS.
2. DO YOUR NOSE AND EYES DETECT ANY LINGERING CONTAMINATION, SUCH AS FILMS, POWDERS AND ODORS?
- A. IF ANY CONTAMINATION IS PRESENT CALL 911. DO NOT LET ANYBODY TOUCH CONTAMINATED OBJECTS OR AREAS.
3. ARE THERE STILL QUESTIONABLE AREAS BUT NO OBVIOUS CLUES?
- A. CALL AUTHORITIES AND REQUEST ASSISTANCE.

TORNADO

ALERT PHASE

1. IS THERE A SEVERE THUNDERSTORM WATCH OR WARNING?
 - A. IF YES, TURN ON WEATHER RADIO AND TV AND LISTEN FOR MORE INFORMATION.
2. IS THERE A TORNADO WATCH?
 - A. IF YES, MONITOR THE RADIO AND TV AND LOOK AND LISTEN FOR A TORNADO.
3. IS THERE A TORNADO WARNING?
 - A. IF YES, MOVE CHILDREN AND STAFF TO INTERIOR HALLWAYS AND ROOMS THAT HAVE GOOD STRUCTURAL SUPPORT. AND LISTEN UNTIL YOU HEAR AN ALL CLEAR.
4. DID YOU SEE OR HEAR A TORNADO?
 - A. IF YES, QUICKLY MOVE CHILDREN AND STAFF TO INTERIOR HALLWAYS AND ROOMS THAT HAVE GOOD STRUCTURAL SUPPORT AND FOLLOW ACTION CHECKLIST.

ACTION PHASE

1. PRIMARY STAFF ACTIONS:
 - A. MOVE CHILDREN AND STAFF, AS ABOVE.
 - B. HAVE CHILDREN AND STAFF GET NEXT TO THE WALL IN THE CENTER OF THE BUILDING AND TELL THEM ABOUT THE TORNADO TUCK POSITION.
 - C. REMAIN IN SHELTERED AREA UNTIL AN ALL CLEAR HAS BEEN GIVEN.
 - D. IF THE BUILDING IS DAMAGED, MOVE CHILDREN AWAY FROM THE DAMAGED AREA, BUT STAY IN SHELTER UNTIL AN ALL CLEAR HAS BEEN GIVEN.
 - E. KEEP CHILDREN AND STAFF CALM AND REASSURED.
2. SECONDARY STAFF ACTIONS:
 - A. GET BLANKETS AND PILLOWS TO COVER CHILDREN.
 - B. GET FLASHLIGHTS AND EMERGENCY LIGHTS READY.

C. REVIEW ANY OTHER APPLICABLE CHECKLISTS.

RECOVERY PHASE

1. IS ANYBODY HURT?
 - A. IF YES, PERFORM FIRST AID AND CALL 911 FOR ASSISTANCE.
2. IS ANYBODY MISSING?
 - A. IF YES, START IMMEDIATE SEARCH AND RESCUE. CALL FOR HELP IF NEEDED.
3. IS THE BUILDING DAMAGED?
 - A. IF YES, REFER TO THE BUILDING DAMAGED CHECKLIST.
4. ARE THERE ANY OTHER STORM RELATED PROBLEMS, SUCH AS A POWER OUTAGE, GAS LEAK, WATER LEAK, FLOODING, TELEPHONE OUT?
 - A. IF GAS LEAK, EVACUATE. TURN OFF APPLIANCES WHICH COULD CREATE A SPARK OR FLAME.
 - B. IF WATER LEAK OR FLOODING, EVALUATE, THEN EVACUATE IF NECESSARY.
 - C. IF THE POWER IS OUT, USE EMERGENCY LIGHTING.
 - D. IF THE PHONE IS OUT, EXPECT EMERGENCY RESPONSE TO BE DELAYED. GET TO A WORKING PHONE TO REPORT PROBLEMS.
 - E. IF OTHER PROBLEMS ARISE, DEAL WITH THEM AS PER THE OTHER CHECKLISTS.

CRIMINAL ACT

ALERT PHASE

1. HAS THERE BEEN A THREAT OF CRIMINAL ACTION AGAINST THE CENTER, EITHER A BOMB THREAT OR ANY OTHER TYPE OF CRIMINAL ACTION?
 - A. IF YES, CALL THE PROPER AUTHORITIES IMMEDIATELY.
 - B. IF YES, ACCOUNT FOR ALL CHILDREN AND STAFF.
 - C. IF YES, HAVE STAFF LOOK FOR ANY SUSPICIOUS PERSONS OR PACKAGES IN OR NEAR THE CENTER.

2. IS A CRIMINAL OR MENTALLY UNSTABLE PERSON PRESENT IN THE CENTER, THREATENING SOME TYPE OF ACTION?
 - A. IF YES, FIND OUT WHETHER HE OR SHE IS WITHIN REACH OF ANY CHILDREN OR HAS HARMED ANYBODY.
 - B. IF YES, TRY TO GET CHILDREN AND STAFF OUT OF REACH OF THE PERSON.
 - C. IF YES, CALL FOR ASSISTANCE FROM 911 OR LAW ENFORCEMENT.

ACTION PHASE

1. PRIMARY STAFF ACTIONS:
 - A. IF A BOMB THREAT EXISTS, TREAT IT SERIOUSLY, BY LOOKING FOR ANY SUSPICIOUS PACKAGES.
 - B. CALL THE AUTHORITIES AND EVACUATE THE CENTER.
 - C. WAIT A SAFE DISTANCE AWAY FROM THE CENTER FOR THE AUTHORITIES.
 - D. IF A PERSON IS THREATENING OR COMMITTING CRIMINAL ACTS, GET CHILDREN AND STAFF AWAY FROM THE PERSON AND CALL 911.
 - E. IF THE PERSON HAS HARMED ANYBODY, GET TO THE INJURED PERSON AND PERFORM FIRST AID.

2. SECONDARY STAFF ACTIONS:
 - A. ACCOUNT FOR ALL CHILDREN AND STAFF.
 - B. KEEP OTHER PEOPLE AWAY FROM THE CENTER.
 - C. HAVE A STAFF MEMBER MEET LAW ENFORCEMENT RESPONDERS OUTSIDE THE CENTER AND BRIEF THEM ON THE SITUATION.

- D. STAND BY TO ASSIST RESPONDERS TO LOCATE THE PERSON OR BOMB.

RECOVERY PHASE

1. MAKE SURE THAT AUTHORITIES HAVE ISSUED AN ALL CLEAR, THAT THE PERSON OR BOMB HAS BEEN REMOVED OR OTHERWISE RENDERED HARMLESS.
2. RETURN TO NORMAL ACTIVITIES AS SOON AS POSSIBLE.

