

# PRIME TIME

## HEAD START

# Emergency Manual



**Prime Time at Dodson**  
420 Dodson Street; New Iberia, LA 70563  
(337) 376-2840

**Prime Time at Willow Street**  
1501 E Willow Street; Lafayette, LA 70501  
(337) 465-4810

**Prime Time at Jeanerette**  
600 Ira Street; New Iberia, LA 70544  
(337) 579-2070

**Prime Time at Immaculate Heart of Mary**  
812 12<sup>th</sup> Street; Lafayette, LA 70501  
(337) 321-8044

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## GENERAL STATEMENT

Prime Time Head Start will respond to an emergency situation in a safe, effective, and timely manner. Prime Time Head Start resources and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Human Life**
- Priority II: Support of Health & Safety Services**
- Priority III: Protection of Prime Time Assets**
- Priority IV: Maintenance of Prime Time Services**
- Priority V: Assessment of Damages**
- Priority VI: Restoration of General Center Operations**

Emergencies happen; it is this center's job to plan and practice for all types of hazards that could affect its occupants. 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 safe from harm. The safety and well-being of children and staff will always take first priority over all other considerations.

A copy of this plan will be kept in the center office, and prominently posted next to the office door. The plan will be reviewed at least annually by the program director for accuracy and updated as changes occur. Drills will be conducted to evaluate the plan and the staff. The Fire Marshall will review this plan and may require staff to demonstrate the plan to show that it is effective.

Lists of emergency telephone numbers are included.

## SITUATION

The Prime Time Head Start at Dodson is located at 420 Dodson Street in New Iberia, Louisiana 70563. It is located within a residential community and is less than 0.1 miles from Simoneaud's Specialty Meat Market. The site has one building.

The Prime Time Head Start at Willow Street is located at 1501 East Willow Street in Lafayette, Louisiana, 70501. It is located across the street from St. Genevieve Catholic School (less than 0.1 miles) and is less than 0.2 miles from the Christ Church Academy. The site has one building.

The Prime Time Head Start at Jeanerette is located at 600 Ira Street in Jeanerette, Louisiana, 70544. It is located. The site has one building and is surrounded with residential property.

The Prime Time Head Start at Immaculate Heart of Mary is located at 812 12<sup>th</sup> Street in Lafayette, Louisiana, 70501. It is located. The site has two buildings. It is located beside the Butcher Meat Market (Less than 0.1 miles) and the Surrey Street Community Health Center (less than 0.1 miles).

# CONCEPT OF OPERATIONS

The Center Director or Designee is in charge. When an emergency happens, the Center Director or Designee will be informed immediately and will inform the rest of the staff. One person should be assigned to listen for alerts on the radio and check on the status of the emergency.

Depending on the type of emergency, Center Director or Director Designee will enact the appropriate emergency operations plan. The Center Director or Director Designee will work with First Responders to ensure the safety and security of all staff and children until they can be reunited with their parent or guardian. In the following sections of this plan each type of disaster that could affect the center will be listed and the plan for response will be provided. The plans list a range of options for evacuation of the building or entire center, from sheltering in place to a center security lockdown.

## 1. 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 buildings, rising floodwaters, or an evacuation order issued by the police, fire department or other governmental authority. The Center Director or Director Designee 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 predestinated evacuation center. Evacuation cribs and strollers will be used to quickly and safely move infants, toddlers, and children with special needs in case of an emergency. Staff will notify guardians to come get their children at the evacuation center. In any evacuation, children will be accounted for at the start and again at the completion.

## 2. Shelter In Place

Shelter in Place means that the staff and the children at the center will remain in the center's buildings. Sheltering can be used in emergencies such as severe storms, tornados, or dangerous conditions as a result of hazardous materials in the area.

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. If a storm becomes dangerously strong and windows are threatened, children and staff will be moved to interior rooms and hallways. Staff members will account for children and ensure that no one leaves the classroom/safe area. Likewise, 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.

## 3. Security Lockdown

Security Lockdown means that the staff and the children at the center will remain in the center's buildings with all doors and windows locked. Security Lockdown can be used in emergencies due to escaped prisoners, criminals being chased by police, threats made by a parent or other unknown person, and/or any other event that threatens the safety of the staff and children.

The Center Director or Director Designee will announce "Code Lock Down" over the intercom system. Any children or staff that are outside will be brought in, accounted for and put in the nearest area that can be locked and secured. Children and staff will be moved out of hallways and placed in rooms that can be locked and secured. Staff members will account for children and ensure that no one leaves the classroom/safe area.

Staff and children will remain in the classroom/safe area, locking the classroom door, turning off the lights, and covering the windows. Staff will encourage children to get under tables, behind cabinets, etc., and, if possible, engage in quiet story time activities with the children until “all clear” is announced.

Staff will secure center entrances and ensure that no unauthorized individual leaves or enters the center. The center will remain in lockdown until the authorities give an all clear. The Center Director or Director Designee will review this plan carefully and ensure that doors are strong and have the ability to fend off someone that is attempting to gain access to the center. It is recommended that all children and staff be secured behind at least two locked doors. (Main entrance door and interior room door.)

Parent or authorized representative will be notified no later than at the time of pick-up at the child’s release that a “Lockdown” situation at the center occurred that day.

## **ASSIGNMENT OF RESPONSIBILITIES**

The Center Director is responsible for everything that happens to the children. The Center Director 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.

Staff members are provided a copy of the plan and trained to follow it. Every staff member present onsite will participate in the event of an emergency.

### **Emergency Evacuation Packs**

The center will maintain emergency evacuation packs, and all staff will know the location of the packs. At a minimum, the packs will contain the following and be replenished as needed:

- list of area emergency phone numbers
- list of emergency contact information and emergency medical authorization for all children enrolled
- written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parent(s)
- first aid kit
- hand sanitizer
- wet wipes
- tissue
- diapers/pull-ups
- plastic bags
- battery powered flashlight
- battery powered radio
- batteries
- food for all ages of children enrolled (to include formula and baby food)
- disposable cups/bottles for infants
- bottled water

The Center Director will also maintain a copy of all records, documents, and computer files necessary for the continued operation of the center following an emergency in an offsite location.

### **DRILLS**

#### **Fire**

Fire drills will be conducted monthly and will include all staff. Fire drills will be conducted at various times of the day to include all children. The center will maintain records of these drills. Documentation will include: Date and time of drill, number of children present, amount of time to evacuate the center, problems observed during the drill and corrective actions taken, and the signatures of all staff present. At least one fire drill every six months be held at rest time.

**Tornado**

Tornado drills will be conducted monthly during the months of March, April, May and June and should include all staff. Drills will be conducted at various times of the day to include all children. The center will maintain records of these drills. Documentation will include: Date and time of drill, number of children present, problems observed during the drill, corrective actions taken, and the signatures of all staff present. At least one tornado drill every six months be held at rest time.

**PLAN REVIEW**

**Semi-annual Review**

The plan will be reviewed with all staff at least once per calendar year. Documentation evidencing that the plan has been reviewed with all staff will include staff signatures and date reviewed.


**Annual Review by Center Director**

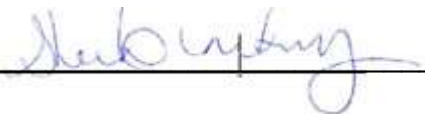
At a minimum, the plan will be reviewed annually by the Center Directors for accuracy and updated as changes occur. Documentation of review by the Center Operation Directors will consist of the directors' signatures and dates.

**Parental Notification of Emergency Plan**

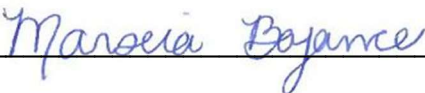
Parents will be informed of the details of this emergency plan prior to an emergency event.

Signed By Center Directors/Center Designees on August 14, 2023

Willow Street Site- Thailisa Robinson: 

Immaculate Heart of Mary Site- Shameika Montgomery: 

Dodson Site: Sasha Minix- 

Jeanerette Site: Marseia Boyance- 

## SUSPICIOUS PACKAGE / MAIL

The following procedures should be activated for any Suspicious Package/Mail if received at the Prime Time Head Start Centers. **IF YOU RECEIVE OR DISCOVER A SUSPICIOUS PACKAGE, LETTER OR OBJECT**, immediately Notify The Center Director or Director Designee and supply any known details. The Center Director or Director Designee will **CALL 9-1-1**. Prepare to evacuate if necessary.

**UNDER NO CIRCUMSTANCES SHOULD YOU TOUCH IT, TAMPER WITH IT OR MOVE IT!**

### Characteristics of Suspicious Letters and Packages

- Foreign mail, priority mail, or special delivery mail from unknown origins
- Origin-Postmark doesn't match the city of the return address, name of sender is unusual or unknown, or no return address is given.
- Postage – Excessive or inadequate postage.
- Balance-The Letter is lopsided or an unusually thick weight – the letter or package seems heavy for its size.
- Protruding wires, strange odors or stains.
- An unusual amount of tape.
- Buzzing, ticking or a sloshing sound.
- Irregular shape, soft spots or bulges.
- Excessive weight for its size.
- Letter bombs may feel rigid or appear uneven or lopsided.

# VICIOUS OR VENOMOUS ANIMALS

The following procedures should be activated for any Vicious or Venomous Animal, at the Prime Time Head Start Centers **IF A VICIOUS OR VENOMOUS ANIMAL is reported at the Prime Time Head Start Centers**, immediately **Notify the Center Director or Director Designee** and supply any known details. ***If possible take a picture of the animal.***

In the case of a bite or other injury caused by a wandering or venomous animal, **immediately CALL 9-1-1** for dispatch of emergency medical assistance and report the incident to **Center Director or Director Designee**. Untrained persons should not attempt to approach animals. Only trained animal technicians should handle animals. Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences.

Wandering Animal	Vicious or Venomous Animal
Any animal that is wandering loose on the center location should be reported immediately to the <b>Center Director or Director Designee</b> . If an animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away. If you are unable to isolate the animal, clear the area and wait for Animal Control Services to handle the situation. <b>Move all children and staff to a safe location. Evacuate if necessary.</b>	Be prepared to give your name, location, and type of animal involved. Try to remove any affected person and yourself from danger. Go indoors and take roll. Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.

IF POSSIBLE TAKE PICTURES OF SNAKES AND/OR SPIDERS.



# HAZARDOUS MATERIALS

The following procedures should be activated for any Hazardous Materials found or suspected. **IF ANY HAZARDOUS MATERIALS ARE FOUND OR SUSPECTED**, immediately **Notify the Center Director or Director Designee** and supply any known details. An uncontrolled spill or release of any hazardous material is defined as any amount that is greater than what you are normally equipped to deal with. The Center Director or Director Designee will **CALL 9-1-1**.

SPILL	AIRBORNE RELEASE
<ol style="list-style-type: none"> <li>1. Get out of the area. Move upwind and uphill of the spill. Assess persons in and around the affected area for any sign of exposure. <b>Police and Emergency Personnel</b></li> <li>2. Will determine the appropriate action to seal the room or area.</li> <li>3. If a building emergency exists, activate the fire alarm. Evacuate the building to the nearest available exit.</li> <li>4. Move to evacuation assembly areas. <b>Take roll and confirm attendance, follow directions of emergency responders. Prepare to evacuate the children.</b></li> <li>5. Designated staff must take <b>Classroom Evacuation Packs</b>.</li> <li>6. <b>DO NOT</b> return to an evacuated area unless authorized by <b><u>Center Director/Director Designee and Police</u></b>.</li> <li>7. Prepare for Shelter in Place if needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Activate Shelter-In-Place Procedure.</b></li> <li>2. Close all doors to the outside and lock all windows. You may need to place wet towels along cracks.</li> <li>3. Turn off fume hoods, range hoods, air handlers, and all air conditioners and switch inlets to the "closed" position.</li> <li>4. Seal off all vents, grills, or other openings to the outside to the extent possible.</li> <li>5. If the gases bother you, hold a wet cloth or handkerchief over your nose and mouth.</li> <li>6. <b>DO NOT</b> evacuate the building unless told to do so by <b><u>Center Director/Director Designee, Police and/or Officials</u></b>.</li> <li>7. <b><u>Center Director/Director Designee and Police</u></b> will advise the center of an "<b>ALL CLEAR</b>" condition when the danger has been resolved and removed from the vicinity and exiting the building is safe.</li> </ol>

# EXPLOSION/FALLEN AIRCRAFT

**IF AN EXPLOSION or FALLEN AIRCRAFT OCCURS**, immediately **CALL 9-1-1**. The following procedures should be activated for an explosion, or threat of explosion, such as those caused by chemicals, leaking gas, faulty boilers, falling aircraft, or other.

**IF AN EXPLOSION OF ANY TYPE OCCURS**, Call 9-1-1 and then the Center Director or Director Designee and supply any known details.

## IF YOU ARE INSIDE A BUILDING

1. Seek cover under a desk, table or other heavy furniture to help provide protection from flying glass and debris. Move to closets and bathrooms and close all doors.
2. Sound building fire alarm. Immediately **Notify the Center Director or Director Designee**
3. Be aware of possible further explosions. Watch for falling objects.
4. Follow directions by **the Center Director or Director Designee and Police**. Remain inside the building until you receive instructions from your Officials that it is safe to exit.
5. If necessary, prepare to **Shelter in Place**.
6. If an evacuation is in order, leave the building immediately and move to assigned **Evacuation Meeting Zones**. **DO NOT** move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.). Administer first aid and access all children for possible injuries.
7. If caught in smoke, drop to hands and knees and crawl to exit. Hold breath as much as possible. Breathe shallowly through nose and use dry clothing (shirt, jacket, other) as filter.
8. Proceed to your **evacuation meeting zones** or other safe area. **Take roll and confirm attendance. Administer first aid if necessary.**
9. Follow the Evacuation Policy and Procedures

# UTILITY FAILURE/FLOOD

The following procedures should be activated for a Utility Failure/Flood, such as those caused by Gas Leaks, Ventilation, Elevator Failure, Plumbing/Flooding, and Electrical Failure or other. **IF A UTILITY FAILURE/FLOOD OF ANY TYPE OCCURS**, immediately Call Center Director or Director Designee and supply any known details.

CHILDREN AND STAFF SAFETY	
<ol style="list-style-type: none"> <li>1. If you smell gas or burning odors, evacuate the area immediately and take roll.</li> <li>2. If children are in danger by rising water caused by faulty plumbing, water main break, or severe weather, immediately move the students to a dry area or higher ground and take roll.</li> </ol> <p>Remain calm and follow directions by <u>Center Director or Director Designee</u>. They will contact the Maintenance Supervisor for information regarding the scope and expected length of the utility failure.</p> <ol style="list-style-type: none"> <li>3. If required, <u>Center Director or Director Designee</u> will coordinate the early release of children to parents following proper release procedures.</li> <li>4. Do not re-enter area/building unless you are told it is safe.</li> <li>5. <b>Prepare for Evacuation if deemed necessary by <u>Center Director or Director Designee</u></b> following the Policy and Procedures for Evacuations.</li> </ol>	
UTILITY PROBLEMS	
<b><u>Center Director or Director Designee Will Call Maintenance Supervisor IMMEDIATELY</u></b>	
<b>Gas Leaks</b>	Evacuate the center. <u>The Center Director or Director Designee</u> will call the Maintenance Supervisor once outside. Follow Evacuation Policy and Procedures.
<b>Ventilation</b>	If smoke or strong burning odors occur, <b>evacuate immediately</b> . <u>The Center Director or Director Designee</u> will <b>CALL 9-1-1</b> .
<b>Plumbing/Flooding</b>	If personal safety allows, shut off electrical equipment and <b>evacuate area</b> . <b>Follow Evacuation Policy and Procedures. Prepare for Parent Pickup</b>
<b>Electrical Failure</b>	If personal safety allows, shut off electrical equipment and follow directions by <u>Center Director or Director Designee and Maintenance Supervisor</u> .

## FLOODING AND UTILITY DISRUPTION

### FLOODING

Maintenance Supervisor will direct the immediate shut off of electrical equipment located in or around the area being flooded if the flood is due to the physical part of the building. Follow the guidelines listed above for child and staff safety.

If a flood warning or watch has been issued by the National Weather Service: Follow the directions given by the warning. Prepare classroom and children for the possibility of Evacuation to a different facility following our evacuation policies. If time permits contact parents for immediate pickup.

## **UTILITY DISRUPTION**

**Center Director or Director Designee** will contact the Maintenance Supervisor. Upon review, children will then be either evacuated or parents will be called for immediate pickup. Staff should prepare for pickup or evacuation to another location as described in previous page under **Children and Staff Safety**.

# MEDICAL EMERGENCY/FIRST AID

The following procedures should be activated for any Medical Emergency or First Aid. **IF A MEDICAL EMERGENCY EXISTS, IMMEDIATELY CALL 9-1-1**. If first aid is required take the child to the Center Director or Designee or designee who will administer first aid, as required. **IMPLEMENT THE MEDICAL EMERGENCY POLICY**

## TREATING A CHILD – LIFE THREATING

1. Stay calm and **DO NOT** move the child unless there is danger of further injury.
  - Give your name, telephone number, campus, room number and location of child.
  - Describe the nature and severity of the medical emergency.
2. Ask someone to dispatch a first aid/CPR-trained employee to the child. **Implement the medical emergency plan. Follow guidelines taught in CPR/1<sup>st</sup> Aid.**
3. **DO NOT** give the child anything to eat or drink.
4. When an ambulance arrives, request information as to which hospital the student will be taken to notify the parents.
5. Give the ambulance driver the child's emergency numbers and parent/guardian name(s).
6. If possible, assign a staff member to accompany a student to the hospital.
7. Work with office staff to complete the required accident report and notify licensing.

## TREATING A CHILD – NOT LIFE THREATING

1. In case of a minor injury or illness, take the child to the Center Director or Designee or Designee who will administer first aid, as required.
2. Work with staff to complete Accident and or Injury form, which can be obtained at the campus main office, and return to **Center Director or Director Designee.**

## TREATING A STAFF, EMPLOYEE OR FAMILY – LIFE THREATING

1. Follow steps 1 through 7 above for *treating a child- life threatening*.
2. If employee is conscious and oriented, the individual has the right to determine his/her own health care needs and the response to those needs. Under such circumstances, Center staff should refrain from recommending specific health care vendors.
3. Complete the required accident report and submit to Human Resources.

## TREATING A STAFF, EMPLOYEE OR FAMILY – NOT LIFE THREATING

1. Report to the Center Director or Designee or Designee who will administer first aid, as required, or get minor first aid supplies from your campus first aid box.
2. Complete the required accident report and submit to Human Resources.

# LOCKDOWN PROCEDURE

The following procedures will be activated for a Lockdown. This procedure is implemented to ensure the safety of children and staff from intruders or incidents in the community. **IF A LOCKDOWN IS REQUIRED**, immediately **Notify the Center Director or Director Designee** and supply any known details. The Center Director or Director Designee sound “Code Lockdown” and will **CALL 9-1-1**.

## DURING A LOCKDOWN IF YOU ARE OUTSIDE A BUILDING

Quickly move children and staff to their assigned safe zones and continue to follow lockdown procedures outlined below.

## DURING A LOCKDOWN IF YOU ARE INSIDE A BUILDING

1. Lock doors.
2. Keep children and personnel away from windows and doors. Place children and staff in safe spaces assigned in each classroom. **Safe zones are noted in the attached floor plan as the Tornado Safe Areas (TSA)**
3. Maintain a calm environment. **Take roll and account for all children in your care.**
4. If gunshot or explosion is heard, get everyone on the floor.
5. Contact the **Center Director or Director Designee** only if you have an additional emergency situation. Use cell phones (Keep on silent/very low vibration mode) – do not leave safe zones.
6. Remain in classrooms and containment (Safe Zones) areas until notified.
7. No person is to enter or exit the locked room.
8. Wait for “ALL CLEAR” instructions from your **Center Director, Director Designee, or Police**
9. Changes in lockdown conditions will be given over the intercom, walkie, or cell phones.

### HIGH PRIORITY LOCKDOWN CONDITION

- Your **Office Staff** will notify building occupants that this is not a drill and the campus is under a **High Priority Lockdown** condition.
- ***Minimal Movement within Safe Room.***
- Secure office staff away from windows. Move phone into secure zone.
- Set up communications link from each classroom and the office staff using cell phones. Minimize speaking on them unless an emergency arises. **(Text message only; keep on silent or very low vibration mode)**

### LOW PRIORITY LOCKDOWN CONDITION

- Your **Office Staff** will notify building occupants that this is not a drill and the campus is under a Low Priority Lockdown condition.
- ***Movement is allowed within the Classrooms.***
- Staff to keep all doors lock.
- Maintain Safe Room containment.
- Bathroom needs can be attended to under supervision.

## CENTER DIRECTOR OR DIRECTOR DESIGNEE WILL

- Move the telephone into a secure location and keep the telephone lines open for communication.
- Work with Emergency Responders to prevent children and parents from re-entering or leaving campus.
- Will keep in communication with local police department.

## ALL CLEAR, LOCKDOWN OVER

The **Center Director or Director Designee** will advise the center over the intercom of an “ALL CLEAR” condition when the danger has been resolved and removed from the vicinity and exiting the locked room or building is safe.

**REMEMBER:**

- 1. It is vital to always know how many children are in your care at all times. During an emergency, accounting for children will be your most important responsibility.**
- 2. Always have your attendance roster and sign in sheets with you. These are your tools to account for how many children in your care.**
- 3. Remember to keep calm, this will relay to the children that everything is ok.**
- 4. Have the tools necessary to assist you. Emergency Preparedness Classroom Packs are those vital tools.**
- 5. Your cell phone will also give you a line of communication, but keep those phones on SLIENT or VERY LOW VIBRATION MODE.**
- 6. Make sure safe zones are free of clutter and can be used in emergency situations.**

## CIVIL DISTURBANCE, RIOT, GANG

The following procedures should be activated for any Civil Disturbance: Riot, Gang Fight, etc. at the Prime Time Head Start Centers. **IF A CIVIL DISTURBANCE, RIOT, OR GANG FIGHT** breaks out at the center, immediately **Notify Center Director or Director Designee** and supply any known details. The Center Director or Director Designee will **CALL 9-1-1**.

### CIVIL DISTURBANCE, RIOT, GANG FIGHT

1. **Notify Center Director or Director Designee**
2. Make sure children and staff leave the immediate area of disturbance.
3. Staff and children that are outside must return to their classrooms.
4. Account for all children by checking attendance records and sign in sheets.
5. Center Director or Director Designee will start lockdown procedures.
6. Alert the classrooms to **follow LOCKDOWN procedures**



# GUN ONSITE

The following procedures should be activated for a Gun Onsite. **IF A GUN IS ONSITE**, immediately **Notify the Center Director or Director Designee** and supply any known details. Center Director or Director Designee will **CALL 9-1-1**.

**If a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm  
FOLLOW LOCKDOWN PROCEDURES:**

- Lock and barricade yourself and children in (and the intruder out of) the room or assigned area. Stay away from windows and lie flat on the floor. Stay calm and quiet. **ACCOUNT FOR ALL CHILDREN**
- **Do not exit the area till Police or Center Director/Director Designee instructs you to.**
- **DO NOT** stay in the open hall and **DO NOT** sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.
- **If you are caught in an open area** such as a hallway or multi-purpose room type area, you must decide what action to take. Here are **some action suggestions**:
  - **Try to hide**, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
  - **Run *only if you think you can safely make it out of the building***. If you decide to run, **DO NOT** run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, **don't run in a straight line**. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
  - If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, **you may choose to play dead if other victims are around you**.
  - The **last option** you have if caught in an open area or in a corridor, may be to **fight back**. This is dangerous, but depending on your situation, this could be your last option.
- **If you are caught** by the intruder and are not going to fight back, **follow their directions and don't look the intruder in the eyes**.
- Once the police arrive, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

# BOMB THREAT

**IF A BOMB THREAT OF ANY TYPE OCCURS**, immediately Notify Center Director or Director Designee and supply any known details. The Center Director or Director Designee will **CALL 9-1-1**.

<b>Follow these steps:</b>	<ul style="list-style-type: none"> <li>Listen carefully, get information and <b><u>DO NOT</u></b> interrupt the caller.</li> <li>Complete checklist and report bomb threat to <b><u>Center Director or Director Designee</u></b>. <b><u>Prepare the children for evacuation following the Evacuation Guidelines</u></b>.</li> </ul>
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## BOMB THREAT CHECKLIST

DO NOT Interrupt The Caller Except To Ask The Following Questions:	
<b>When will it go off?</b>	
<b>Where is it placed?</b>	
<b>What does it look like?</b>	

Sex	Background Noises	Characteristics of Voice?
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Don't Know	<input type="checkbox"/> Airplanes <input type="checkbox"/> Animals <input type="checkbox"/> Boats <input type="checkbox"/> Factory Machines <input type="checkbox"/> Music <input type="checkbox"/> Office Machines <input type="checkbox"/> Quiet <input type="checkbox"/> Street Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Voices <input type="checkbox"/> Other _____ <input type="checkbox"/> Is Caller Familiar with Building?	
Age		Voice Accent?
<input type="checkbox"/> Under 21 <input type="checkbox"/> 21-40 <input type="checkbox"/> Over 40 <input type="checkbox"/> Don't Know		
Manner		Use of Certain Words or Phrases?
<input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Angry <input type="checkbox"/> Nervous <input type="checkbox"/> Other _____		

<b>Printed Name of Person Taking Call:</b>	
<b>Location:</b>	<b>Telephone Number:</b>

# INTRUDER/ASSAULT/HOSTAGE

The following procedures should be activated for an Intruder or Assault or Hostage situation that may occur. **IF A LOCKDOWN IS REQUIRED**, immediately **Notify Center Director or Director Designee** and supply any known details. The Center Director or Director Designee will **CALL 9-1-1**.

## USE YOUR HEAD FIRST

The factor which often enables the attacker to target a particular victim is OPPORTUNITY. Through awareness and simple, proactive crime prevention measures, you can greatly reduce these opportunities. Always be aware of your surroundings. Look and listen for potential danger. Avoid the most obviously dangerous situations, like isolated, poorly lit areas. NEVER accept a ride from a stranger. If you sense trouble, trust your instincts and GET AWAY from the threatening situation. No matter where you go or what you do, have a plan as to what you would do in case you encounter trouble..."What would I do if...?" Consider precautions before they're needed can help eliminate confusion during a panic situation.

## IF THREATENED OR ASSAULTED BY AN ARMED OR UN-ARMED PERSON ON CAMPUS

- **Immediately Scream "Help Me"** and Resist Restraint by your attacker – Your voice is one of your best weapons and may attract attention and fighting back may cause the attacker to give up and flee. If possible, never agree to be a willing victim.
- If being physically attacked and/or being held against your will, use your best judgment to talk your way out of the situation or fight back when you have the most physical advantage for your release. Save your energy for your best attack. Be smart and hit your attacker in vulnerable points such as: under nose, under chin, windpipe, solar plexus, groin, knee, and instep to name a few. Again, Save your physical power and high energy for a smart fight with your attacker for your release. Never give up. If you decide to fight and try to get out of your attacker's physical control, when you succeed, run fast and hard for help.
- Upon your physical release run for your life, while screaming for help.
- Call 9-1-1 or the Center Director/Director Designee for help.
- **LOCKDOWN PROCEDURES initiated.**

## HOSTAGE SITUATION

**Immediately Scream, "Help Me"** and Resist Restraint by your attacker – Your voice is one of your best weapons and may attract attention and fighting back may cause the attacker to give up and flee. If possible, never agree to be a willing victim. If you or a student or both have been placed under the control of your attacker and have become a hostage, STAY CALM at all times and cooperate completely with the hostage taker. Let Officials handle all negotiations.

## REMEMBER:

1. Never release a child unless that person is on the Emergency Contacts list approved by parents and listed on the master card. All persons must have an approved state or military picture ID. LA-Wallet is an acceptable form of identification. Children are never released to minors. Keep all doors to building and playground locked at all times.
2. Never open doors to someone not recognized.
3. Always have those areas that children/staff must “hide in” free and accessible in an emergency.
4. If an intruder enters the building a “**CODE INTRUDER**” will be called out over the intercom system.
5. At that time you must institute the “**LOCKDOWN PROCEDURES**”
6. Take attendance and sign in sheets, emergency preparedness classroom bags and immediately go to you designated area. **Take roll and account for all children in your care.**
7. **LOCK DOORS AND DO NOT OPEN UNLESS ADVISED BY ADMINISTRATION OR POLICE.** Always require id to be passed under the door if uncertain.
8. You may use cell phones to text Administration if questions arise.

# SHELTER-IN-PLACE

The following procedures should be activated for Shelter-In-Place. **IF A SHELTER-IN-PLACE IS REQUIRED**, immediately **notify Center Director or Director Designee** and supply any known details. The Center Director/Director Designee will sound “**Code Shelter-In-Place**” and **CALL 9-1-1**.

Shelter-in-Place simply means seeking immediate shelter inside a building. This action may be taken during a release of toxic chemical, biological or radioactive materials to the outside air or other emergency. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection. Although rarely called for, Shelter-in-Place events usually last only a few hours. The center has emergency packs to be used during Shelter-In- Place events.

IMMEDIATE SHELTER-IN-PLACE	DELAYED SHELTER-IN-PLACE
<p>When the release is nearby and the need to seek shelter is immediate do the following:</p> <ul style="list-style-type: none"> <li>• Stay inside a building.</li> <li>• If outside, enter nearest building.</li> <li>• Remain in place until <b><u>Center Director, Director Designee or Officials</u></b> provides an “ALL CLEAR” it is safe to leave.</li> </ul>	<p>When a release occurs off campus and there is time (30 minutes or more), move people to large, enclosed areas and do the following:</p> <ul style="list-style-type: none"> <li>• Take emergency packs and children records. <b>Account for all children.</b></li> <li>• Prepare for parent pickup</li> <li>• Remain in place until advised by <b><u>Center Director, Director Designee or Officials</u></b> that it is safe to leave.</li> </ul>
<b>ADDITIONAL PROCEDURES</b>	
<ol style="list-style-type: none"> <li>1. Shelter-In-Place in an interior room without windows or with the least number of windows.</li> <li>2. Shut and lock all windows. Shut exterior and interior doors. Limit use of telephones to emergency calls only. Have cell phones available. <b>Account for all children.</b></li> <li>3. Reduce all operations to a safe condition as quickly as possible by turning off gas and containing potentially dangerous chemicals.</li> <li>4. Follow instructions of <b><u>Center Director or Director Designee.</u></b></li> <li>5. Make yourself comfortable. Look after each other.</li> </ol>	
<b>ALL CLEAR</b>	
<ol style="list-style-type: none"> <li>1. <b><u>Center Director, Director Designee, or Police/Officials</u></b> will advise the center of an “all clear condition”.</li> <li>2. Open doors and windows and return ventilation systems to normal operations.</li> <li>3. Go outside until building has been vented.</li> </ol>	
<b>INFORMATION SOURCES</b>	
<p>Status updates and emergency directives via campus telephone, intercom system, or e-mail via Emergency Notification by cell phone or the Director or designee in case of emergency.</p>	

# SEVERE WEATHER

Each emergency pack will have an Emergency Notification Radio. This radio will inform about weather emergencies and pending Severe Weather Reports.

Once the system notifies us, we will start our emergency procedures based on those emergencies.

## For Severe Weather:

1. Move children indoors if outdoors
2. Keep them away from windows
3. Move them to the **Tornado Safe Zones**.
4. **Account for all children in your care.**
5. **Make sure Emergency Preparedness Classroom Carts are in your possession.**
6. Stay in these areas till Officials come to get you.
7. Upon release from your safe zones, monitor the area for debris and prepare to evacuate if necessary.
8. Treat any injuries, account for all children once you reach the evacuation area, and prepare for parent pickup or evacuation to alternate center.

## Weather Advisory:

- **Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.
- **Relative Humidity:** The percent of moisture in the air.
- **Temperature:** The temperature of the air in degrees Fahrenheit.
- **Wind:** The speed of the wind in miles per hour.
- **Wind Chill Warning:** There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.
- **Winter Weather Advisory:** Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.
- **Winter Storm Warning:** Severe winter conditions have begun in your area.

- **Winter Storm Watch:** Severe winter conditions, like heavy snow and ice are possible within the next day or two.

Teachers will follow the Weather Watch Chart below which is posted in each classroom. Children will remain inside if temperatures fall in the red area.

## Understand the Weather

### Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -20° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

### Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

# WEATHER WATCH CHART

Wind-Chill Factor Chart (in Fahrenheit)										
Wind Speed in mph										
Air Temperature	Calm	5	10	15	20	25	30	35	40	
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43



Comfortable for out door play



Caution



Danger

Heat Index Chart (in Fahrenheit %)														
Relative Humidity (Percent)														
Air Temperature (F)	40	45	50	55	60	65	70	75	80	85	90	95	100	
	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
104	119	124	131	137										

# TORNADO

The following procedures should be activated for a Tornado. **IF A TORNADO OCCURS**, immediately **Notify Center Director or Director Designee** and supply any known details.

## DURING A TORNADO IF YOU ARE INSIDE

<p><b>MOVE TO THE ASSIGNED SECURE/SAFE AREA WITHIN EACH CLASSROOM (noted on floor plans)</b></p>	<ul style="list-style-type: none"> <li>• Take Roll and confirm attendance of all children.</li> <li>• Comfort and assess all children for injuries</li> <li>• Stay in place till the all clear given by Center Director or University Officials</li> </ul>	<ul style="list-style-type: none"> <li>• Upon receiving the “all clear” exit safe areas carefully</li> <li>• Monitor debris and move children to the evacuation assembly area</li> <li>• Take all necessary evacuation supplies and evacuation pack</li> <li>• Prepare for evacuation if necessary to safer area for parent pickup</li> </ul>
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## IF YOU ARE OUTSIDE DURING AN TORNADO

Move all children and staff to their assigned secure locations within the classrooms. Tornado Safe Zones (TSA) can be found on the attached floor plans of Exit Routes.	If power fails, lights will go off and emergency lighting will be activate. Be patient. Access damages and move children to safe zones.
Take roll and confirm attendance of all children. Comfort and assess all children for injuries.	Stay in place till Center Director or Director Designee gives the all clear.

## TORNADO DRILL PROCEDURES

1. Practicing for a Tornado Drill is the same as being prepared for a real incident. We practice to assure that we follow all policy and procedures and change them if deemed necessary. Notifying if changes need to be made and discussion possible solutions are necessary in keeping everyone informed and safe.

When a tornado warning is issued in your area, the following procedures should be followed:

- a. Move away from windows and glass doorways.
- b. Go to the assigned **Tornado Safe Areas (TSA)**. **Make sure that you have your attendance records. Account for all children with Name To Face Procedure.**
- c. Assist children with special needs and comfort those that are scared and unsure. Assess all children for injuries and administer first aid as needed.



- d. Move away from materials and furniture that may fall on you and the children.
- e. Talk with children and offer reassurance.
- f. After tornado is over, Center Director or Director Designee will come and assess damages to room and make recommendation on Evacuation. Prepare for the possibility of evacuation and follow policies and procedures for implementation.
- g. Evaluate children for injuries and treat as needed.
- h. **Account for all children**
- i. Prepare for facility damage and evacuation to safe zones for evacuation or parent pickup.
- j. Take caution in evacuating children from building.
- k. Take Emergency Preparedness Classroom Bags.
- l. Once you arrive at Evacuation safe zone make sure you **account for all children.**
- m. Wait for instructions from Center Director or Director Designee or Police.

# FIRE

**IF A FIRE ERRUPTS**, immediately **CALL 9-1-1**. Any time there is a fire on campus, of ANY size, the Fire Department must be called. The following procedures should be activated for a Fire. **Call 9-1-1 and then call the CENTER DIRECTOR OR DIRECTOR DESIGNEE** and supply any known details.

**TREAT ALL ALARMS LIKE A REAL EMERGENCY. DO NOT ASSUME IT'S A FALSE ALARM. THE ALARM MAY NOT SOUND CONTINUOUSLY. IF THE ALARM STOPS, CONTINUE TO EVACUATE.**





## WHEN FIRE OR SMOKE IS DISCOVERED IMMEDIATELY

R	A	C	E
Rescue/Remove Persons in Immediate Danger <b>EVACUATE !!</b>	Activate Alarm and <b>CALL 9-1-1</b>	Confine/Contain the Fire; Close Door After Exiting Area	Extinguish with Portable Fire Extinguisher if possible, or Evacuate

Walk, **DO NOT RUN**, to the assigned assembly area. **Prepare for evacuation. Follow Evacuation Policy and Procedures and meet at the Evacuation Meeting Zones** noted on the attached **Floor Plan Exit Routes**. Take Roll and Confirm Attendance.

1. Assigned classroom staff members must take **Emergency Evacuation Pack**.
2. Feel doors bottom to top for heat using the back of your hand. **IF HOT DO NOT OPEN DOOR**. If not hot, open the door slowly standing behind and to one side. Be prepared to close quickly if fire is present.
3. Proceed to Evacuation Meeting Zones and take roll.
4. **Account for all children in your care with Name To Face Procedure.**
5. Administer First Aid if necessary. Report to the **Center Director or Director Designee** any injuries.
6. Follow directions of **Center Director or Director Designee and/or Emergency Officials.**
7. Prepare to evacuate children to another location for parent pickup.
8. Follow guidelines on parent notification and re-unification with parents.

## WHEN A FIRE ALARM IS ACTIVATED

P	A	A	S
Pull Pin from handle 	Aim at base of fire 	Squeeze handle completely 	Sweep from side to side 

# ACCOUNTING FOR CHILDREN & STAFF

## **I. Accounting for Children**

*It is the responsibility of each staff member to use the resources provided to maintain accountability. Being aware of how many children are dropped off and picked up at any given time is an essential part of maintaining this accountability.*

1. Review tracking sheets.
2. Upon leaving the classroom for any evacuation, fire & tornado drill, and sheltering in place, always have the tracking sheets within your possession.
3. Upon arrival at the Evacuation Meeting Zones; each staff will ensure that all children are present through Name To Face.
4. This should be conducted every 15 minutes while at the Evacuation Meeting Zones to ensure continuing accountability of the children and their safety.

## **II. Account for Staff**

*It is the responsibility of the Administrative staff to visual account for all staff.*

1. Administrative staff should visually check all classrooms and service areas throughout the building assuring all staff and children have evacuated.
2. Administrative staff should visually check and record all names of staff present during the evacuations.

# HANDLING CHILDREN WITH SPECIAL NEEDS

When a child with special needs registers with our program, information on the child's needs plus information on how to meet these needs are required and will be completed by the child's physician and or therapist.

## I. CHILDREN WITH MEDICAL NEEDS

1. Children with medical needs, such as food allergies, asthma or diabetes are given Emergency Treatment Plans from their attending physician to complete. These sheets are updated each semester to ensure the most recent information on hand.
2. The staff responsible for these children are trained in the care of these children and on specific treatments such as use of EPI PEN.
3. The Center Director or Designee is responsible for maintaining these records. These records are kept in the child's master file and in the classroom emergency evacuation kit.
4. The administrative staff is responsible for taking all emergency medications during an evacuation event.

## II. CHILDREN WITH DEVELOPMENTAL NEEDS

1. Children with developmental needs are required to have specific paperwork on their condition by either the child's physician, therapist, or parent.
2. An Individual Education Plan (IEP) or Individual Family Service Plan (IFSP) is required on all children with specific developmental needs. Meetings with staff, parents and administrative staff are done each semester to ensure we are meeting the goals and needs of the IEP or IFSP.
3. During an emergency, support staff will report to these classes to assist with the care of these children.

## **EVACUATION LOCATIONS CONTACTING PARENTS & THIRD PARTY**

In the event that the Prime Time Head Start Centers will have to be evacuated, the Centers will evacuate to the following locations based on the cause of the evacuation.

Dodson Site will evacuate to the Simoneaud's Specialty Meat Market, located across the street from the staff parking lot.

Willow Street location will evacuate to the Christ Church Academy, located at 91 Teurlings Drive; Lafayette, LA

Jeanerette location will evacuate to the open field behind the main school site.

Immaculate Heart of Mary will evacuate to the Knights of Peter Claver building, located at 1019 Surrey Street in Lafayette, Louisiana, LA.

### **CONTACTING PARENTS & THIRD PARTY**

In each emergency evacuation pack, there will be child master cards for each child with parent and emergency contact information and phone numbers.

Contacting the parents will be done in the following ways:

1. Use of local media
2. Contact each parent and/or emergency contact from child master card.

Administrative staff and support staff will assist in contacting parents.

## **REUNIFICATION POLICY**

It is the responsibility of the Prime Time Head Start Centers to reunite children with their parents after an evacuation has been implemented.

During an emergency it is critical to keep children and staff safe and to reunite children with parents as quickly as possible.

The following are our guidelines in implementing this policy:

1. Children's teachers will remain with the children until each of them are reunited with parents or emergency contact individuals.
2. We will only release children to individuals the parents have designated as approved to take the child from the program.
3. These individuals must produce photo identification before releasing a child to them.
4. Parents are informed regarding the evacuation by:
  - a. Local media
  - b. Individual phone calls by Center Officials.
5. In the event that parents cannot be contacted, children will be turned over to the local police department.

It is our goal when possible to notify parents before an event happens, such as a pending hurricane, and reunite parents and children at that time.

## **INFORMING PARENTS ABOUT THE PLAN**

Upon enrollment, all parents will be instructed to review our Emergency Manual that will be located on our webpage where it can be downloaded and printed easily. If a parent is unable to print it, a request can be made to the office and one will be made available to them.

Upon reading the document they must sign off stating that they have read the plan and understand procedures are in place.

At the start of each Fall Semester, a reminder will be sent out to parents asking them to review the plan and ask any questions.

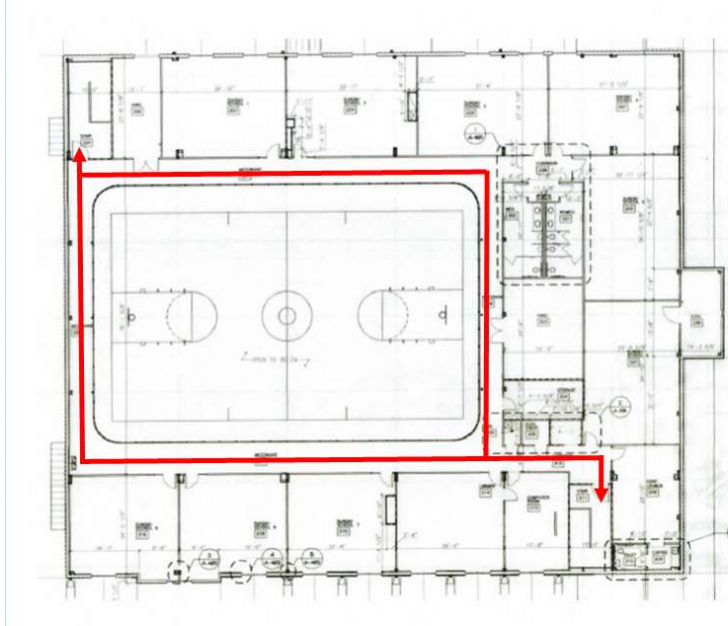
# EMERGENCY NUMBERS

EMERGENCY TELEPHONE NUMBERS		EMERGENCY RADIO STATIONS
<b>9-1-1 Emergency</b>		
Police	Lafayette City: 337-291-8600 Lafayette Parish: 337-232-9211 Iberia: 337-793-6124 Jeanerette: 337-276-6323	AM 1330 (KVOL) FM 99.9 (KTDY)
Fire	Lafayette: 337-291-8700 Iberia: 337-369-2370 Jeanerette: 337-276-4200 Louisiana State Fire Marshal: 225-925-4911	
Poison Control	1-800-222-1222	
Ambulance	Lafayette Acadian Ambulance: 337-235-5952 Iberia/Jeanerette Acadian Ambulance: 800-259-3333	
Hospital	Lafayette: Our Lady of Lourdes 337-470-2000 Ochsner Lafayette General Medical Center 337-289-7991 Iberia: Iberia Medical Center 337-364-0441 Jeanerette: Rural Health Clinic 337-276-7002	
Weather Information	National Weather Service: 337-477-5285 KLFY: 337-262-0800 KATC: 337-235-3333	
Child Protection Services	1-855-452-5437	
Department of Health	Lafayette: 337-262-3900 Iberia: 337-373-0021	
Center Evacuation Locations	Lafayette (Willow): Christ Church Academy 337-366-1619 Lafayette (Immaculate Heart of Mary): Knights of Peter Claver 337-234-9735 Iberia: Simoneaud's Specialty Meat Market Jeanerette: Open Field Behind School Campus	
Electricity	Lafayette: SLEMCO 337-896-5384 Lafayette Utilities 337-291-8280 Iberia: CLECO 337-212-9693 ENTERGY: 800-968-8243	
Gas	Atmos: 337-268-4402	
Animal Shelter	Lafayette: Lafayette Animal Shelter/Care 337-291-5644 Iberia: Iberia Animal Shelter 337-364-6311	
Louisiana Department of Education Licensing Division (1201 North 3 <sup>rd</sup> Street, Suite 4-317; Baton Rouge, Louisiana 70802)	1-225-342-9905 (Phone) 1-225-342-2498 (Fax)	

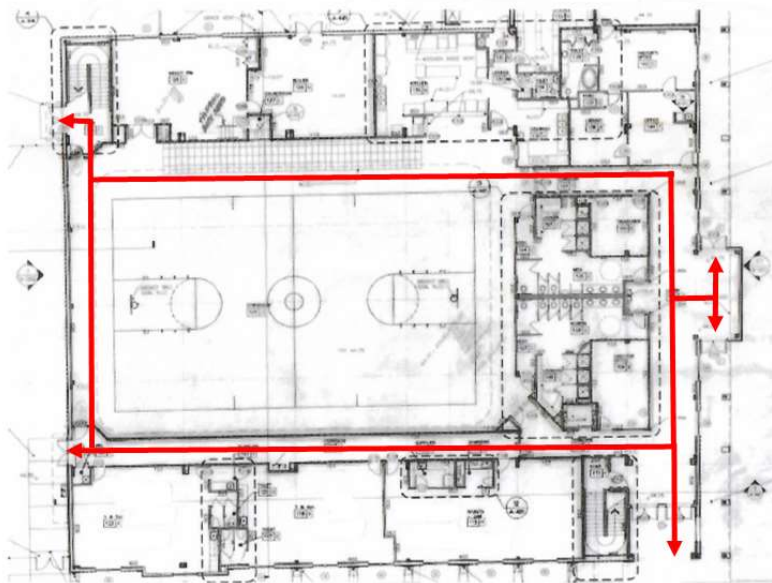


# EMERGENCY EXIT ROUTES

## Willow Street (First Floor)



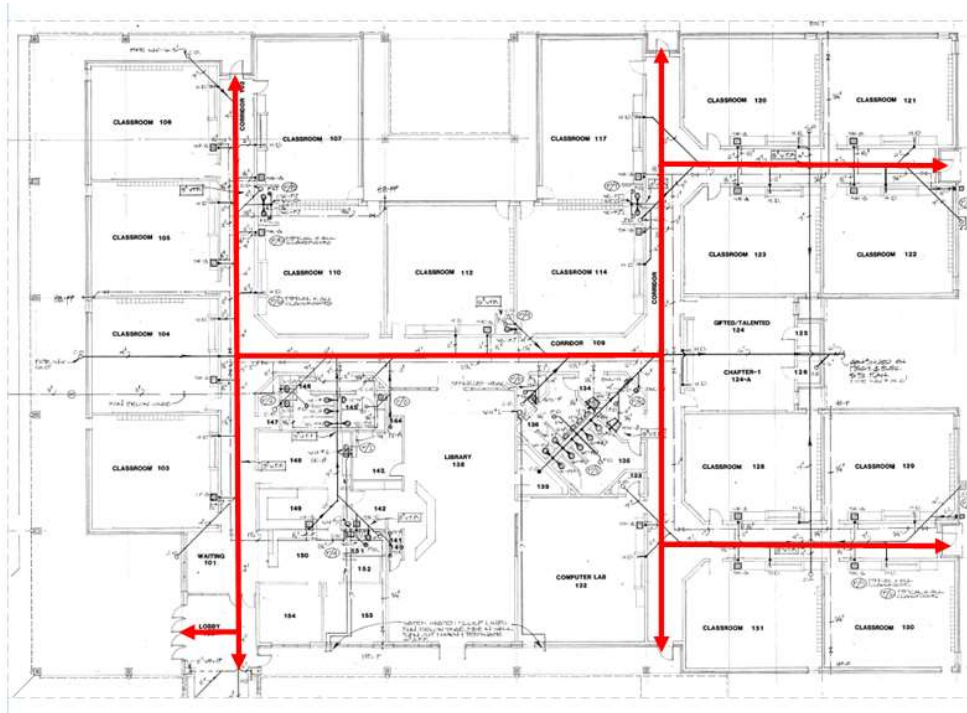
## Willow Street (Second Floor)



# Dodson



# Jeanerette



# Immaculate Heart of Mary

