

Cannon AFB
Open Recreation

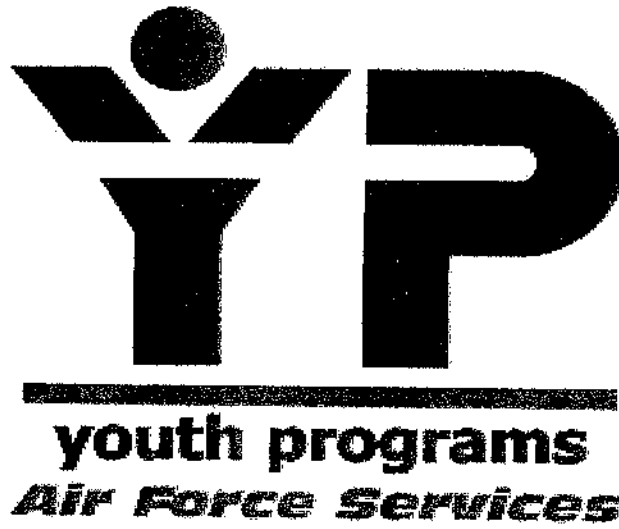


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WELCOME TO CANNON AFB OPEN RECREATION PROGRAM

Welcome to the Cannon AFB Open Recreation Program! We are happy to welcome you and your child to our program. We involve the children, families, staff, and community in an open dialogue about the program. Together, we make changes, which benefit the whole community. The Parent Advisory Council provides the opportunity for administration, staff, families, and community members to have input in the program. There is no membership charge for open recreation and hours are posted at www.Cannonforce.com and on the front door. We have school and summer hours

Key Personnel

Flight Chief 784-7650
Youth Programs Director 784-2747
School Age Care Director 784-2676
Social Recreation Director 784-6833

Communicating With Parents

Please take time to read the information thoroughly. We will continue to keep you informed with upcoming events and changes through personal notes concerning the wellbeing of your child. We communicate through newsletters, notices on the Parent board as well as phone calls and personal contacts. If you have further questions, please do not hesitate to call us. **The phone number for the Open Recreation Programs is (575) 784-6833.** We invite you to visit our program at any time.

Philosophy

The philosophy of Cannon AFB Open Recreation Program is based on the belief that children are constantly learning, growing, and evolving into unique individuals and develop best in a supportive, interesting, and adult-supervised environment.

CYP Mission Statement

To assist DoD military and civilian personnel in balancing the competing Demands of the accomplishment of the DoD mission and family life by managing and delivering a system of quality, available, and affordable programs and services for eligible youth birth through 18 years of age.

Orientation

An Orientation is offered to all families upon the time of their registering into the program. This usually takes 10 to 15 minutes and we invite all family members to attend. Parent conferences can be scheduled by contacting your child's counselor or Management. Parents are welcome and encouraged to visit the program any time during the year.

Staff Certifications

The Open Recreation direct care staff is composed of Child and Youth Recreation Specialists and CYP Teaching Assistants. Each has had extensive background checks, and training in: Age-appropriate developmental and recreational activities; environments; positive guidance techniques; child health, sanitation, and nutrition; administering medication; safety and emergency procedures; child abuse identification, reporting, and prevention; special needs awareness; CPR and first-aid; regulations and O.I.'s, and parent/public relations. Each staff member receives at least 21 clock hours of training per year.

Use & Eligibility

In Accordance with AFI 34-249 the Open Rec program is available for youths whose parents are on active duty, civilian DOD personnel, and otherwise eligible for use of Services facilities. AFI 34-201 determines eligibility. Each member of the of the program may sponsor non eligible guests as long as they take responsibility for their guests actions and the guests meet basic age criteria.

Open Rec Age Restrictions

- Youth who are age 9 to 18 may participate during all Open Rec operating hours unless restricted by age
- Youth the age of 18 must still be attending high school.
- Youth who are age 6 to 8 may participate in Open Rec if continuously accompanied by a parent (unless participating in a special activity; such as Parents Night Out).
- Youth who are age 5 and under are prohibited from using the program unless the activity is specifically designed for their age group, such as, part day preschool, classes, special events and lessons.

Membership

AF Form 88 is required to be completed by a sponsor when signing up for membership. A current shot record is also required

Boys & Girls Club

We are affiliated with the Boys & Girls Clubs of America (BGCA). With this affiliation we are able to participate and initiate in all the programs the BGCA has to offer. Programs such as the Keystone and Torch clubs are BGCA programs.

4-H

The Center is also affiliated with the 4-H club and its programs. Even though we will not be raising livestock our members will still benefit from the several life skills enhancing programs that 4-H offer in addition to its agriculture programs.

Power Hour

Help is available for homework Monday through Friday. The Power Hour program is for members ages 9-12.

Open Recreation

The Open Rec provides a supervised place for young people to go and participate with several positive activities.

Volunteers

Volunteers are very important to the success of the Youth Center and its programs. Please consider the many volunteer opportunities that are available such as coaching, tutoring, or participating in events.

Teen Program

Program Closure and Emergency Closure

The Open recreation Program will be closed for all federal holidays as well as other days as designated by the Squadron or Wing. The program will extend their hours for base exercises.

The program will follow guidance given by the Squadron Commander on emergency closure/bad weather days. In the case of emergency closure, parents or the emergency designee will be contacted.

Ways to Get Involved

Please let us know which one of these or any other way you would like to be involved!

- **Parent Advisory Council (PAC):** Parents meet monthly to discuss the policies and practices of Youth Programs and to plan special events. This is a way for families to have input into program policies as well.
- To ensure that the program keeps meeting the highest standards of quality and continuous improvement we have a yearly inspection where parents and our local community partners observe and make recommendations for quality improvement.
- **Programming:** Are you interested in doing an arts & crafts project, teaching any type of game or project, hosting a field trip to help out, etc....?
- **Scavenging:** Are you willing to save some throw away items for our projects such as a toilet paper rolls, milk cartons, newspapers, magazines, etc...?

What do Open Recreation Program Children Get to Do?

The Open Recreation Program offers a variety of well-rounded daily activities for children to choose from that are safe, fun and educational. There are a wide variety of child directed activities, staff directed activities, clubs, field trips, presentations and visits from outside groups. Activities are planned in advance and outlined on a weekly activity calendar that families can use for home time discussions and planning. We offer arts and crafts with many craft materials to make whatever they want, imaginative indoor activities, outrageous outdoor games, science and nature, music and drama, international and multi-cultural activities, field trips, homework time, computer labs, daily snacks and special events.

Activities

Child Directed Activities are open-ended activities that children are free to choose to participate in and which require little or no help from adults. Some examples are billiards, sports games, video games, air hockey, etc.

Teen Program

The Cannon AFB Teen Program goal is to make a positive difference in a young adult's life. Teenagers go through drastic changes physically and mentally in a matter of years. The Teen Program offers several programs to promote leadership, education, career, health, arts, and fitness all building blocks to making teenagers ready for adulthood.

Youth of the Year

Teen members are recognized annually as the Youth of the Year (YoY). Candidates must be members of the Center, demonstrate leadership, citizenship, volunteer in the community, and a hunger to better themselves. Teens that are selected as Cannon AFB's YoY then compete at the statewide level against other Boys & Girls Club winners. In addition to the state competition Cannon YOY attends the Air Force Wide YoY conference in Washington D.C.

Keystone Club

Keystoning, born in research, nurtured from belief in young people, founded on cooperation and teamwork, and dedicated to citizenship and leadership development, provides young people with opportunities for growth that are based on the needs and interests of teens: a small group experience, a skilled adult, service to others, and self-planned activities. The Keystone Club program is nationally recognized by the Boys and Girls Club of America as its premier Teen organization. Members organize events, trips, and address issues regarding their peers. Teens elect officers to conduct meetings, plan fundraisers, and promote the club. The Keystone Club has and continues to volunteer for Habitat for Humanity, clean base playgrounds, volunteer in the community, and plan trips to places like Six Flags. The Keystone Club is for teens that want to meet people, have fun, and make a difference.

Congressional Award

The Congressional Award is an award given by the United States Congress to recognize young adults and their quest to become a better person. By setting and surpassing goals in four different categories young adults age 14 to 24 can earn a Bronze, Silver, and Gold Medal from the U.S. Congress. By being a part of YES, TRAIL, and Keystone Club you can easily accomplish the requirements in Volunteering, Self-Improvement, Physical Fitness, and Expedition / Exploration set by Congress. If you want to take the challenge or need more information check it out www.congressionalaward.org.

Tween Program

The Cannon AFB Tween Program goal is to help meet the special needs of younger adolescents at a critical stage in their development. Is to make a positive difference in a young adult's life. The Tween Program offers several programs to promote leadership, education, career, health, arts, and fitness all building blocks to making teenagers ready for adulthood.

Torch Club

The Torch Club is small-group leadership and service club for boys and girls ages 9-12 focusing on character development. The Torch Club operates in the same manner as the Keystone Club for teens. Torch Club members learn to elect officers and work together to plan and implement activities in four areas: service to Club and community, education, health and fitness and social recreation.

Junior Youth of the Year

Young members of the Center are recognized annual for their endeavors in leadership, citizenship, volunteer in the community, and education. Tweens that are selected as Cannon AFB's Junior YoY then compete at the statewide

Transportation Policy

Youth Programs utilizes government vehicles as a privilege to our patrons and trains our staff to safely operate them with the most precious cargo-children. Our safe passenger rules must be adhered to at all times in the vans or bus. Please review them with your child.

- Seat belts must be worn at all times in the vehicles. The vehicle will not move until everyone is buckled up.
- Everyone must remain seated and facing forward on the buses. The bus cannot move until everyone is

properly seated.

- Inside voices are to be used at all times in the vehicles.
- Eating, chewing and drinking are prohibited in the vehicles.
- Nothing may be extended out a window.
- Help the group keep the vehicle clean and trash free.
- Failure to follow these safety rules will result in suspension of vehicle privileges.

Health Procedures

Open Recreation service may be denied based on exclusion criteria per American Academy of Pediatrics "Managing Infectious Diseases in Child Care and Schools"

Children may be readmitted when exclusion criteria are resolved and staff members determine that they can care for the child without compromising their ability to care for the health and safety of other children. Children need to be well enough to participate in usual daily activities.

When registering children, parents give their authorization for medical care or dental care in an emergency condition that represents a serious or imminent threat to life, health or well-being. Conscious efforts will be made to notify parents if it is necessary to provide treatment for the child in a medical facility. Parents and YP personnel are required to sign an accident report concerning the matter. Conditions that might necessitate immediate medical treatment includes, but is not limited to:

- Convulsions
- Marked difficulty in breathing
- Laceration, significant in size or amount of bleeding
- Head trauma associated with vomiting or altered consciousness
- Injury to extremity with obvious deformity
- Unconsciousness

Children who become ill after arrival to YP will remain in an isolated area in the Directors office until such time that reasonable arrangements can be made for the child's release to the parent or parent designee. Reasonable time after initial contact is made to arrange for child pickup is no more than one hour. Failure to arrange care beyond one hour after contact may constitute child neglect. As a federally regulated referral agency, YP personnel are mandated to report any suspicion of abuse or neglect to authorities, per AFI 34-249.

If a child has contacted/ been diagnosed with a communicable illness/disease we ask that you notify the YP program so that steps may be taken to prevent the spread of these germs.

Accidents/Injuries/Emergencies

All eligible children enrolled in the YP are authorized emergency medical treatment at the Plains Regional hospital in Clovis, regardless of injury or military dependent status. If a child is injured during the program, the child will receive first aid and the parents will be notified. A record will be recorded on AF Form 1187, the Youth Flight Accident Report. All staff are trained to respond to accidents, injuries and emergency situations. All staff are trained to administer first aid and CPR

SPECIAL NEEDS

Youth Programs will make every effort to place children with special needs in our center-based sites. We need a copy of the child's I.E.P. so that management can work with medical advisors to make whatever adjustments are needed to the Youth Programs. If special care for your child is beyond the Youth Programs capabilities, then Exceptional Family Member Program will be contacted and may refer you to a Family Child Care (FCC) home or agency that can meet your child's needs

Medication Administration

Open Recreation Staff will not administer medications during Open Recreation. In the event of overnight or all day trips it may be administered by staff. Emergency medications will be given as needed

Alcohol, Illegal drugs and Tobacco Products

- A. The use of alcohol, illegal drugs and or tobacco products is strictly prohibited in Youth Programs facilities, both indoors and outdoors, and at Youth Programs events and functions.
- B. Children will not be released to persons under the influence of alcohol or illegal drugs.
- C. Adults under the influence of alcohol or illegal drugs will not be allowed to attend or supervise any Youth Programs events or function.
- D. The installation commander may suspend the participation of youth or adults who use alcohol, illegal drugs or tobacco products in Youth Programs facilities or at Youth Programs functions or events.

Dress Policy

All children must arrive at YP clean and well groomed. Children who repeatedly arrive in soiled clothing or who are unwashed may be considered possible child neglect cases and will be reported to the Family Advocacy Officer per AFI 34-249.

Lost and Found

Open Recreation is not responsible for lost or misplaced items. A lost and found area is designated for the collection and return of lost items and will be held for one week before being donated to local charities. Items of greater value, i.e., watches, wallets, cell phones, etc. will be turned over to military police. We recommend the following:

- Label each article with permanent marker or sew a label in clothing with your child's name.
- YP will not be responsible for toys or expensive personal items. Band instruments brought in for use in school may be held by the counselor until departure.

Guidance Policy

YP personnel will discipline in a consistent manner based on an understanding of individual needs and behaviors of children at varying developmental levels. Discipline will be constructive in nature, such as redirection, and non-participation in an activity. Our goal is to guide and direct children toward acceptable behavior. Children engaging in persistent displays of inappropriate behavior will be documented on an incident/accident form and discussed with parent to establish and intervention program. YP provides a caring environment that encourages growth in self-control and respect for the

rights of others. A child's attempt to learn, participation, and response to people and activities in the program are respected. As an important part of his or her overall development. Guidance should be a process of teaching, which allows socialization to take place. Adults are the models for children. We practice techniques that are fair, consistent, and respectful to children and their needs.

Open Recreation staff use the following techniques:

- Staff members establish limits from day one, involving them in making the rules and by stating the rules in positive terms with predictable consequences.
- Staff members never shout or reach a tone above the children except in emergency situations.
- Staff members give advance notices when changing activities so children can finish what they are doing.
- Staff members provide oversight all ongoing activities.
- Staff members plan with the children so they know what to expect.
- Staff members give necessary directions for an activity, then stop and check for understanding by being specific.
- Staff members follow the children's interests.
- Staff members are firm and consistent and set clear, reasonable expectations.
- Staff members have a cleanup system in which the children are involved.
- Staff members use positive reinforcement when children follow directions, attend to signals, and participate.

Due to the age of children in the YP, we have rules that must be in place to ensure your children are safe at all times. Children are able to make choices in this program and part of making choices is consequences, which may be good or bad. Therefore, to keep all children safe we have to ensure inappropriate choices are minimal

The following behaviors are considered inappropriate:

- Causing physical harm to another child or adult by hitting, biting, kicking, throwing, or any other physical action.
- Use of inappropriate language, spitting, or other forms of verbal abuse or degradation by children directed to other children or adults.
- Repeated refusal by a child to comply with YP assistants and YP rules, which may cause a safety hazard to the child or others.
- Children's behavior that is harmful to others.

The following guidelines will be used if the above behaviors are recorded:

- We will annotate the incident and the parents will read and sign the report.
- Continual incidents with the same behavior will first be recorded and a parent conference will be scheduled to discuss the behavior if deemed necessary
- If the same behavior continues it will then result in the development of an intervention plan between parents, staff, and child. The intervention plan will be detailed in how we as a team will work together for the child. The plan will also indicate suspension and termination guidelines.

Occasionally there are children who have difficulty adjusting to large groups or making choices. If group care is not conducive to your child, we may recommend a smaller setting such as Family Child Care.

We recognize that parenting is one of the most difficult and intense activities any adult can undertake. We want you as parents to share your thoughts, hopes and dreams for your children. We know that you want what is best for your child and that your job is to advocate and protect your child. So, please tell us when You have a concern so that we can provide you with the best possible care.

Keeping Children Safe- Everybody's Business

If you suspect Child Abuse, Child Neglect, or a safety violation in your child's youth center, child development center or family child care home, report it to your Family Advocacy Program @ 784-2474 or Call the Department of Defense Child Abuse and Safety Violation Hot Line @ 1-800-336-4592.

As a federally regulated referral agency, Open Recreation personnel are mandated to report any suspicion of abuse or neglect to authorities, per AFI 34-249

Notification that all youth may be subject to closed circuit video monitoring and recording as part of their participation/ enrollment in CYP.

Touch Policy

Appropriate touching and what it involves:

- Recognition of the importance of physical contact to child nurturance and guidance.
- Adult respect for personal privacy and personal space of children.
- Responses affecting the safety and the wellbeing of the child (e.g., holding hand of your young child when crossing the street, holding a child gently but firmly during a temper tantrum).
- Examples of appropriate touching includes side hugs, and reassuring touches on the shoulder.

Inappropriate touching and what it involves:

- Violation of laws against sexual contact between adults and children. The adults may not use coercion or other forms of exploitation of the child due to the child's lack of knowledge. This includes any touch that satisfies the sexual needs of an adult.
- An attempt to change a child's behavior with adult physical force, often applied anger. An adult "striking out" in anger reinforces the child's own "striking out" to respond to a problem.
- Examples of inappropriate touching include forced hugs, corporal punishment, slapping, striking or pinching, tickling for prolonged periods, shaking, kisses, fondling or molestation.

All child and youth employees and their volunteers are bound by army regulation to immediately report any infractions of this "Touch Policy" to their appropriate director or chain of command.

YOUTH SUPERVISION GUIDELINES

Note: The ages specified are the maximum ages and are based on the child's ability to demonstrate age-appropriate behavior. Children who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities. In all instances below where a "yes" is indicated, the parent is responsible for using reasonable judgment and for any incident or mishap (not considered preventable) which occurs

Age of Child	Left Without Sitter in Quarters for Two Hours or Less	Left Without Sitter in Quarters for More Than Two Hours	Left Alone Overnight	Outside Unattended (To Include Playing)	Left in Car Unattended	Child Sit Siblings/Ot:
Newborn Through	No	No	No	No	No	No

Age 4						
Age 5 Through Age 6	No; except at age 6 may walk to and from bus stop	No; except at age 6 may walk to and from bus stop	No	Yes, playground or yard with immediate access (visual sight or hearing distance) to adult supervision***	No	No
Age 7 Through Age 9	Not Recommended; except may walk to and from bus stop	No; except may walk to and from school	No	Yes with access to adult supervision ***	No	No
Age 10 Through Age 11	Yes; with ready access (phone number to an adult supervisor)* / ***	Yes with access to adult supervision and for no more than 2 hours	No	Yes	Yes	No
Age 12 Through Age 14	Yes**	Yes**	Children 12-14 years may be left overnight alone provided sponsor is in local area and access to adult supervision is available ***	Yes	Yes	Yes** 13 years of : to child sit : 0-2 years of
Age 15 Through High School Graduation	Yes**	Yes**	Yes for short TDYs or leave not to exceed 5 days and adult supervision with periodic checks is available ***	Yes	Yes	Yes*

* Home-alone training by youth center or other source required

** Red Cross baby-sitting training or equivalent required

*** Adult supervision is defined as someone who has or assumes responsibility for the child, e.g. parent, guardian, care provider, friend.

Community Resources

School Liaison Officer 575-784-1528

Eastern NM Youth Connection 575-935-0211

Southwest Autism Services 575-742-9032

United Way of Eastern NM 575-769-2103

Airman & Family Readiness 575-693-3140

Military Life Counselor 575-825-1300
(Child/ Youth Behavioral)

Health & Wellness Center 575-784-1003

Family Advocacy 575-784-2474

Open Recreation Program Children's Bill of Rights

As children in the Open Rec Program, we
have a right to...

be treated fairly.

be treated equally.

be heard; give our side when
asked about a problem.

freedom of activity choices.

pick foods that are good for us
and tasty.

be who we want to be.

Open Recreation Program Family Bill of Rights

Families in the Open Recreation Program have a right to...

A healthy and safe environment.

Confidentiality of personal
Information.

High quality care in a group setting.

Fair and respectful treatment.

Opportunities to be involved in the program.

Opportunities to express
Suggestions and concerns.

**Ready to Respond
Emergency Preparedness
Plan for Cannon Youth Programs**

**Ready to Respond
Emergency Preparedness Plan for Cannon Youth Programs**

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INTRODUCTION

The intent of this plan is to assist the Youth Program Director and 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 Director and staff are considered responsible for the safety of children and will coordinate actions and/or requirements with fire, safety and security personnel. All new School Age Staff Members will be trained upon hire and then yearly.

EMERGENCY RESPONSE ORGANIZATION

In the event of an emergency, the Director will oversee the situation at the Center. In the Director's absence, the emergency management responsibilities are delegated to the next in charge.

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.

The *Emergency Response Plan* shall be controlled by the Director 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:

- School Age Director's Office
- Front Desk

The following situations will be covered by this policy:

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

OVERALL OPERATIONAL CRISIS/EMERGENCY ROLES & RESPONSIBILITIES

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

Youth Programs Director:

1. Familiarize all staff with the crisis/emergency response plan and ensure effective implementation.
2. Ensure that the Center's practice drill program is implemented and documented.
3. Ensure supplies and equipment are present and checked at least monthly.
4. Review each crisis/emergency situation to ensure that proper reports are completed and appropriate action is taken to prevent repetition of any ineffective efforts.
5. Act as team leader in a crisis/emergency situation. Identify the emergency situation and determine the course of action.
6. Activate contact with Flight Chief and/or other base authorities to inform Center of potential or existing crisis/emergency situation.

Next in Charge

The responsibilities of the person Next in Charge are to assist the Director during an emergency, and in the absence of the Director, 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 Director 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 Director to determine if further notification to supervisors, AFSOC or HQAFSVA is required.
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 Director 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 well being of the children in their care.

Sponsoring Organization

The United States Air Force is responsible for the safety of the building and grounds. The health and safety, security, and facilities procedures established by the United States Air Force shall be followed by the Center in conjunction with center policies and licensing regulations. For emergencies, the Director shall immediately call 911 for medical, fire, or security emergencies. They will notify appropriate United States Air Force 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 areas should have a floor plan outlining the evacuation route from that location as well as denoting the location of all fire extinguishers and pull stations. In addition to information on the floor plan, complete the following:

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

EMERGENCY NOTIFICATION

Introduction

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 911	Flight Chief 784-7650	-Evacuate the Building.
Telephone Bomb Threat to Center; Security Issues	911	Flight Chief 784-7650	-Gather information from caller -Evacuate the building.
Suspicious Item left in the Center	911	Flight Chief 784-7650	-Follow instructions from Security/911 -Evacuate the building.
Suspicious Package Delivered to the Center	911	Flight Chief 784-7650	-Follow instructions from Security/911 -Evacuate the building.
Medical Emergencies	911	Flight Chief 784-7650	-Follow instructions from 911

Security Incidents (disgruntled person, break-in, etc.)	911	Flight Chief 784-7650	-Follow instructions from Security/911
Suspicious Package Delivered to the Center	911	Flight Chief 784-7650 (Number)	-Follow instructions from Security/911 -Evacuate the building
Post Natural Disaster (building unsafe)	Civil Engineering 784-2001 -Call 911	911	-Follow instructions from Security/911 -Evacuate the building
<u>BASE FD/PD</u> <u>Directed</u>	Flight Chief 784-7650	N/A	

Base agencies (fire, safety, security) shall notify the Director of emergency situations that may impact the facility and/or occupants.

Once the situation is under control, the Director shall contact their immediate supervisor to inform him/her of the situation and current status.

Signs and Postings

- A floor plan/diagram should be posted in all 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 containing a tornado symbol over the door to the shelter (for those centers in tornado prone areas only).
- 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.

CENTER EVACUATION SITES

Plans should be well thought out with regard to immediate area threats and more widespread area threats prior to designation. Provide information on where the center plans to evacuate for families. This information should be provided in an annual notice to families (see Attachment B Emergency Evacuation Plan).

1. Immediate Area Threat (i.e.: bomb threat, fire, flood, other major building problem, etc.)

Leave the building and gather in a predetermined location. (Cannon AFB Chapel)

2. More Widespread Threat (i.e.: Area evacuation, chemical spill, widespread fire, etc.)

If the program must evacuate to another location, transportation will be provided by base personnel for all children and staff to a location deemed safe for use.

3. Mass Ordered Evacuation (i.e.: declared state of emergency)

If mass evacuation is required, base personnel will provide transportation for Center staff and children.

Emergency personnel (local police department) should have a copy of your evacuation plan on file.

Evacuation Areas

- The designated evacuation areas for the Center are the farthest points from the building within the fenced outside playgrounds (or 75 Ft from building) and the center parking areas. If the Director determines that the designated evacuation areas do not provide adequate protection for the children, a previously determined alternate evacuation assembly area will be utilized.
- The designated transportation will be sent to the Center for assisting in the transportation of the children.
- Security or the base emergency response team will assist in the orderly evacuation of the children.

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. The Center should hold drills monthly to include various times of the day and naptime.

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 15 for further definition).

In the event of an emergency requiring an evacuation away from Center premises, the Center shall coordinate necessary provisions for the transportation and continued care of children until parent/guardian or an authorized individual picks up the child.

CENTER EVACUATION PROCEDURES

The following measures should be taken during an evacuation:

- Check attendance and compile an accurate attendance list. Use list during evacuation and take it along during transport to host facility.
- Account for all children, staff, and visitors during the evacuation process.
- Transport all necessary medications, supplies, records, emergency numbers, and cell phone.
- Coordinate all actions with base public safety and/or emergency management officials.
- Confirm required transportation resources and arrival time.
- Determine host facility based on situation.

- Pre-determined assembly area nearby requiring short walk or transportation.
 - Transportation to host facility some distance away.
- Contact host facility with estimated time for arrival of children and staff.
- Notify families of evacuation and host facility information, if possible.
- Make arrangements for support of children at host facility until reunited with families or return to evacuated facility.

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. Evacuation Chief (normally the Director) - The person responsible for the evacuation of Center building occupants.
3. Searcher Desk Clerks and Director- The person(s) responsible for checking that all occupants have evacuated the Center building.

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

The Center Director (Evacuation Chief) 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 Flight Chief 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 Director's/2nd in charge primary responsibility is to ensure that all Center occupants assigned to their area are evacuated when necessary and accountability is reported to the Director (Evacuation Chief).

Pre-evacuation duties:

- To be knowledgeable of the duties of the Evacuation Chief and searchers.
- 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 Evacuation Chief.
- Stay with the evacuated group until notified by emergency response personnel.

Any center employees other than the Director and Asst. Director who are not counted in ratio at the time (Searchers) are appointed by the Director (Evacuation Chief) 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 searchers.

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 Evacuation Chief for their area. Where possible, employees not assigned to a classroom should be assigned this responsibility.
- Assist the Director and Asst. Director as necessary.

Evacuation Process

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

When the decision is made to evacuate the Center building, the Director (*Evacuation Chief/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 Director will notify appropriate personnel.

Center staff will evacuate their children as follows:

4. **Play Space Assignment:** Determine where to set up different groups of children
 - a. If possible, use blankets, tables, and chairs to define areas.
 - b. Determine the nearest and safest bathroom and arrange for supervision.
 - c. Report back to the Evacuation Chief with updates, needs, and problems during his/her rounds.

Key materials: Prepared Emergency Evacuation Kit (see Emergency Kits and Supplies, Attachment C) 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 Evacuation Chief with updates, needs, and problems during his/her rounds.

Key materials: Sign-in sheets; marker/pens and paper; highly visible cap.

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 should be identified on the center plan.

- Identify shelter areas that provide the most structural resistance from collapse.
- Shelter areas will be free of items that may fall on sheltered people.
- Shelter areas will have a flashlight or emergency light available.

Sheltering in place: Shelter in place may involve 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 (outside playground areas are unoccupied).
- 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 Director or designee shall:

- Report the incident to 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 AF Form 1181 or Staff emergency data 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 if parents are not available
- Make notification to applicable emergency contact of the patient.
- Insure that the appropriate paperwork is completed.
- Contact the following to report the incident:
 - Immediate supervisor, Commander, AFSOC
- Maintain communications with staff member assigned to stay with the patient for progress reports.

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

SNOW AND ICE STORMS

Monitor winter storm watch, warnings, blizzard warnings or travel advisories. Check the status of battery powered flashlights, back-up lighting.

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. Monitor tornado watch, warnings, or severe thunderstorm watch/warning.

Tornado Cover – Administrative Procedures

Take Cover Announcements are issued by the Director 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 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

When the announcement to take cover is given, the Director and other management 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. Director and other management need to check all areas for "hidden" children.

When r 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.

FLOODING

- Monitor announcements of Flood Watch or Warnings.
- Close or evacuate (see evacuation procedures, page 10) facility if needed. Heed evacuation order from public safety officials.

UTILITY DISRUPTION (water, heat, electricity, water)

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 risk to the health and well being 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.

The Center may close or delay opening (confirm with immediate supervisor) if the following conditions are present:

- The temperature on the Center thermostats register 64° or below, or 85° or higher for one hour, 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 Director/^{2nd} in Charge shall immediately notify his or her immediate supervisor and Civil Engineering. The CE Facilities person will assess the situation and provide the necessary resources to correct the problem. Facilities will advise on arrangements for temporary services, i.e. electrical power, portable toilets, drinkable water, etc., if possible, if the problem can not be corrected in a timely manner

The Center Director/Designee shall communicate with CE 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 Public Health.

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 facility should have 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 fire plan should specify 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 E Procedures for Conducting a Fire Drill.

FIRE EMERGENCIES

All Center staff is 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.

- 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 Director/Designee shall notify Flight Chief 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 F - Bomb Threat Report Form)

SUSPICIOUS ARTICLE

Evidence of a suspicious article, package, or letter should be reported to the Center Director immediately. Communication to security or police is advised. 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 is that it enables large numbers of children and staff to move out of harms way when an individual is on-site who is potentially violent.

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

1. Immediately call 911.

2. Indicate to 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).
3. 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 and seek advice on how to handle the situation.
- 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.

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 Forces of the problem once they arrive
- Report the incident to the Sponsor, and immediate supervisor.

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 and Flight Chief
- 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 center procedures
- Report the incident to the immediate supervisor

IMPAIRED EMPLOYEES, PARENTS/GUARDIANS, OR PARENT'S/GUARDIAN'S 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 AF Form 1181.

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, and immediately call 911.
- Staff members who observe the problem will go to the nearest telephone and call Security (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 immediate supervisor and Commander

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 takers instructions
- Do not resist
- ANY available staff member will immediately call 911.
- 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 911 immediately.

Perimeter Issues

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

- Call 911 to investigate the situation and consult with them to determine the level of potential crisis.
- If the situation is of marginal concern or greater, require that the entire Center remain inside. Immediately require any groups outside to come inside.
- Consider bringing those classrooms in the direct line of site into the "core" play space or another classroom/area until the situation is resolved.
- Be prepared to fully evacuate the facility should security or other emergency services make this request. Consider whether existing evacuation routes will suffice or if an alternate route must be taken due to the location of the incident. Make staff aware of any changes to their evacuation routes if necessary.
- Coordinate your actions with security and any other support services (police, fire dept., bomb squad) based on the nature of the incident.

MISSING CHILD

- Immediate notification to 911 should be made once an initial search of the facility has been made and rapid attempts have been made to confirm whether or not a family member may have picked up the child.
- Conduct a search of all areas of the facility, including closets, cabinets, etc., and the immediate surrounding area.
- Make all other required notifications.
- *Continue searching while waiting for the police/security to show.*
- The Director is to remain at the center as the point person and to gather information/description of the child to share with authorities.

CHILDREN WITH SPECIAL NEEDS

Children with Special Needs will be evacuated according to their Individual Educational Plan.

EMERGENCY NUMBERS

Name/Company	Contact/Town	Telephone Number
Director		
Ambulance		911
Fire		911
Poison Control		
Police		911
Public Health Department		
Flight Chief		
Security Force		
Dept. of Social Services		
Medical Advisor		
MAJCOM Specialist		
Custodial/Maintenance		

EMERGENCY EVACUATION PLAN

In the event of an emergency situation that requires an evacuation of _____, one of the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall:

- Take an accurate attendee list using AF Form 1930 and visitor's log
 - Account for all children and staff as they board/depart vehicles;
 - Bring any necessary medications/supplies and emergency records;
 - Take a cellular phone if available to be used for emergency notifications.
1. If the emergency environment is confined to the immediate area of the child care facility, e.g. fire or toxic fumes and the children cannot stay on the premises the children will be brought to _____, by _____ where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day. The place of safety should be close by and within walking distance if appropriate.
 - 1A. In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported by _____ to _____ where they will be examined and family/guardian/emergency contacts will be notified.
 2. If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes, due to a non-confined environmental threat, e.g. toxic fumes from a spill, floodwaters, brush fires, etc. and the children cannot remain in the area, the children will be brought to _____, by (method of transportation) _____ where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements for either transportation home or a continuation of care are made.
 3. In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. a nuclear incident, plane crash earthquake, hurricane, etc., children will be transported to: The Landing by Transportation where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements are made for their pick up.

Staff will remain with and care for the children at all times during an event. Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records.

EMERGENCY KITS AND SUPPLIES

This list contains the *minimum* items you should have in your center in case of an emergency. Please check your licensing regulations to determine if your state requires any additional items.

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 AF Form 1182s/1930s
- Flashlights with extra batteries
 - Long-life, emergency flashlights
- First Aid kit
- Notepad and pens/pencils

In the Center in General

- 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 medication such as insulin, epi-pens, etc. for children and staff

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: _____

Locations of Additional Emergency Supplies: _____

Location of Cell Phone: _____

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 or seizure lasting more than 15 minutes in a child with a known seizure disorder
- injury that causes loss of consciousness
- 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 Center Director 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,

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.



A Public Service Agency

REQUEST FOR YOUR OWN DRIVER LICENSE/IDENTIFICATION CARD (DL/ID)

VEHICLE/VESSEL REGISTRATION (VR) INFORMATION RECORD

OR

REQUEST FOR YOUR OWN DRIVER LICENSE/IDENTIFICATION CARD (DL/ID)

VEHICLE/VESSEL REGISTRATION (VR) INFORMATION RECORD

OR

Write your DL/ID number or plate or VIN on the front or the back of your check. DO NOT COMPLETE THIS FORM UNLESS YOU ARE REQUESTING YOUR OWN DL/ID RECORD OR YOU ARE THE CURRENT VR REGISTERED OWNER ON FILE WITH THE DEPARTMENT.

REQUESTER'S INFORMATION PLEASE PRINT CLEARLY FULL LEGAL NAME (FIRST, MI, LAST)

ADDRESS

CITY STATE ZIP CODE

DAYTIME TELEPHONE ()

SIGNATURE X DATE

Check box(es) for type of record(s) you are requesting.

DRIVER LICENSE/ID RECORD (Complete boxes A & B)

VEHICLE/VESSEL REGISTRATION RECORD (Complete boxes C & D)

A. CALIF. DRIVER LICENSE/ID NUMBER C. CALIF. LICENSE/CF NUMBER

B. BIRTH DATE (MM/DD/YYYY) D. VEHICLE/VESSEL ID NUMBER

DMV USE ONLY ID Verified by Cashier/Imp Date

This request may be presented in person to your local DMV office or mailed to DMV Headquarters:

Department of Motor Vehicles P. O. Box 944247 MS G199 Sacramento, CA 94244-2470

Send information to: (Print your name and address clearly in the box.) Complete if mailing.

Name, Address, City, State, ZIP Code form

CUT ON LINE AND KEEP THIS PART FOR YOUR RECORDS



A Public Service Agency

REQUEST FOR YOUR OWN DRIVER LICENSE/IDENTIFICATION CARD (DL/ID)

VEHICLE/VESSEL REGISTRATION (VR) INFORMATION RECORD

OR

Write your DL/ID number or plate or VIN on the front or the back of your check. DO NOT COMPLETE THIS FORM UNLESS YOU ARE REQUESTING YOUR OWN DL/ID RECORD OR YOU ARE THE CURRENT VR REGISTERED OWNER ON FILE WITH THE DEPARTMENT.

REQUESTER'S INFORMATION PLEASE PRINT CLEARLY FULL LEGAL NAME (FIRST, MI, LAST)

ADDRESS

CITY STATE ZIP CODE

DAYTIME TELEPHONE ()

SIGNATURE X DATE

Check box(es) for type of record(s) you are requesting.

DRIVER LICENSE/ID RECORD (Complete boxes A & B)

VEHICLE/VESSEL REGISTRATION RECORD (Complete boxes C & D)

A. CALIF. DRIVER LICENSE/ID NUMBER C. CALIF. LICENSE/CF NUMBER

B. BIRTH DATE (MM/DD/YYYY) D. VEHICLE/VESSEL ID NUMBER

DMV USE ONLY ID Verified by Cashier/Imp Date

This request may be presented in person to your local DMV office or mailed to DMV Headquarters:

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