

PACT for West Central Illinois

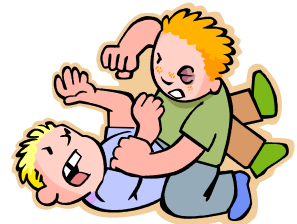
Crisis Management Manual

The Crisis Management Manual includes several courses of action for emergency situations to handle a possible emergency.

When law enforcement is notified of an intimate danger, the Pike, Adams, or Cass County Dispatch Officer will contact the Head Start Center located in their county by telephone or by sending an officer to the center. Macomb Staff will follow WIU instructions related to lock down. All clear signal will be given by the dispatch center or by an officer.

Local Evacuation Site will be established through a partnership with a local business or organization that can provide a comfortable space for children and staff in case of evacuation.

The Crisis Management Manual will be located in the Classroom Health & Safety Notebook, Transportation Notebook, Site Supervisor Bulletin Board, and Staff Bulletin Board.



Possible Lockdown

Designated Staff: _____

Situation: A Dangerous Person in the community – Anyone who is behaving violently outside the center. Due to threat or a community event that may affect safety, no one will be able to access the center using their cards. Depending on the situation, it may be that no one will be allowed to enter the building for a period of time.

In the event of a lockdown: (Beardstown, Camp Point and Pittsfield)

Locate the main POE Box, it is black and labeled with white lettering; “POE Switch” on the top right corner. On the back of the box there is one cord, this is the main POE switch, simply unplug it. (By doing this, phone and cameras will not work either.)

Macomb in the event of a lockdown: To lock the building down you need to get the lock down card (located in the SS office on coat rack), take the card and swipe in front of the key pad at the front door, playground door, and the door to the back hallway, when lock down is over swipe the key again to unlock the key pad.

Indoors: Actions to be considered:

Lock all windows, doors, and post a LOCKDOWN SIGN (visible from both outside & inside)

Call 911 – do not assume someone else has already done so. Communicate with the Executive Director as soon as you are able to do so safely.

Following consultation with emergency personnel and executive director, parents will be contacted and provided with instructions regarding transportation arrangement/responsibilities and update on their child’s health status.

Refer all media inquiry to executive director

The main POE switch remains unplugged until all clear signal is given, either by emergency personal or executive director. Once it is given plug the main POE switch back in and wait for it to load.

Outdoors: When Children and Staff are Outdoors

Signal a designated staff to alert staff outside of building (walks, playground, etc.) to come inside.

In the event of a lockdown: (Beardstown, Camp Point and Pittsfield)

Locate the main POE Box, it is black and labeled with white lettering; “POE Switch” on the top right corner. On the back of the box there is one cord, this is the main POE switch, simply unplug it. (By doing this, phone and cameras will not work either.)

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Lock all windows, doors, and post a LOCKDOWN SIGN (visible from both outside & inside)

Only one person is communicating with 911 and the executive director. Notify the executive director with an available cell phone or center phone.

Following consultation with emergency personnel and executive director, parents will be contacted and provided with instructions regarding transportation arrangement/responsibilities and update on their child's health status.

Refer all media inquiries to executive director

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Attempted Pick Up of Child by Impaired Driver

When a staff person suspects that a person who is authorized to pick up a child from the center or another PACT activity is impaired or under the influence of drugs or alcohol, the staff person will attempt to prevent the person from leaving with the child. This may be done in various ways, depending on the situation.

If the pick-up person is not the parent, but someone designated by the parent to pick their child up, tell the person that you are concerned about sending the child with them right now and that you need to talk to the parent for instructions. Take the child with you to an area where you can call the parent, tell the parent your concerns and ask the parent for instructions. If you are not going to send the child with the pick-up person, ask the parent to speak to them on the phone and tell them.

If the person picking up the child is the parent, ask the parent to accompany you to a private area, preferably with another staff present, and tell them that they seem to be acting differently (or that you smell alcohol, etc. whatever the case may be) and that you would like them to have someone else drive them and their child home to make sure they are safe. Ask parent if there is someone they can ask to pick them up, if you can have a staff person (or you, if you are free from caring for other children) drive them home, or (in Macomb) if you can call them a cab.

If the parent refuses the alternative ways to get home and insists on leaving with their child, you must allow the parent to take the child. Before they leave, tell them that you are concerned about their safety and you need to let them know that our procedures are that you must call the police and report what may be an impaired driver.

When they leave, call the police, report their name, car description and license number if you can get it and let them know you are concerned about the safety of the child as you believe their parent is impaired and driving.

Report the situation to your supervisor if they are not already aware. Document what happened and place in the child's file.

Intruder Inside the Center

In the case of an intruder, all staff and parents should take action. Staff and/or parents who discover that an unknown person who appears to be a threat has entered the building or grounds should call 911 immediately.

Armed Intruder

No amount of planning can prevent all risks associated with a determined armed intruder however staff must know how to exit the area. Staff should be familiar with how to exit playgrounds to other areas of the neighborhood that would be safe.

In the case of an armed intruder, all staff must prioritize the safety of the children and themselves. Moving to another part of the building and barricading the group inside may be appropriate, as well as running out of the building to the most potentially secure site possible in the case of an intruder with a weapon.

Actions to be considered:

Yell out: “gun” (however, consider any attention this may cause to you from the intruder’s perspective.

Call 911 report number of intruders seen and any descriptive information available – do not assume someone else has already done so. Communicate with Central Office as soon as you are able to do so safely.

If you think you and others with you can make it safely out of the area by running then do so.

If you are in a safe area and have called 911, call the central office and report the situation, including location where you are and who is with you.

- Don’t stay in the open hall, seek protective cover.
- Hide where/when possible.
- Close and barricade doors.
- Turn off room light and silence any audible equipment, cell phones, etc.
- Keep children as quiet as possible.
- Try to stay calm and help others to stay calm.



If the person is causing death or serious injury to others and you are unable to run or hide, you may choose to play dead if there are other victims around you.

The last option you may have if caught in an open area is to fight back. This is dangerous but depending on your situation, may be your last option.

If you are caught by the assailant and are not going to fight back, follow their instructions and do not look the assailant in the eyes. Negotiation with an active shooter rarely turns positive, however, it has worked in rare circumstances. The general rule is to avoid any negotiation.

Once police arrive, obey all commands. This may involve being handcuffed or made to put your hands in the air. This is done for safety reasons and once the circumstances are evaluated by the police, they will give you further instructions.

Earthquake

If Indoors: “Drop, Cover, & Hold On”

Actions to be considered:

Drop to the floor before the earthquake drops you!

Take **Cover** - get under a sturdy table or desk.

Hold On to a sturdy furniture until the shaking stops.

Wait until tremor cease.

Evacuate children from building.

Take the Travel First Aid Kit and follow the evacuation procedures to outdoors.

Follow Outdoors Steps below

If Outdoors: “Drop, Cover, & Hold On”

Move children away from building to open space avoiding trees, poles, and overhead wires.

“Drop to the ground, Cover, & Hold On” - Wait for tremors to cease.

Evaluate situation and either wait for re-entry signal or evacuate to safe meeting area.

Notify Central Office with an available cell phone or center phone.

Following consultation with emergency personnel and executive director, parents will be contacted and provided with instructions regarding transportation arrangement/responsibilities and update on their child’s health status.

Refer all media to executive director.



Severe Weather

Designated Staff: _____



Step 1

Designated Staff turn on weather radio & listen for weather condition.

Step 2

Keep children indoors in rooms opposite the windward side of the building. Use interior halls whenever possible. Take a flashlight with you if one is available.

Step 3

Take children to safe interior wall (designated location) and take head count with sign-in sheet/bus monitor log

Step 4.

Sit on floor, Back to wall, Head down between knees, - Adults model safe position

Step 5

Evaluate situation and either wait for signal or evacuate to safe meeting area.

Step 6

Notify Central Office with an available cell phone or center phone.

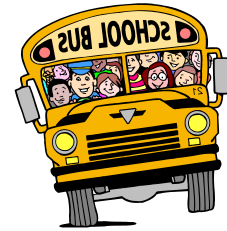
Step 7

Following consultation with emergency personnel and executive director, parents will be contacted and provided with instructions regarding transportation arrangement/responsibilities and update on their child's health status.

Step 8

Refer all media to executive director.





Tornado Emergency Plan For PACT Head Start Buses

Tornadoes occur with rapid onset and perhaps with no warning. Decisions must be made fast and action taken immediately. Drills are performed within the school on a regular basis. All school bus drivers need to know how to handle severe weather situations, including tornadoes. Bus drivers should be able to react quickly and take charge in a severe weather situation.

NEVER ATTEMPT TO OUTFRAN A TORNADO!!!! If a bus driver has reason to believe a tornado is approaching, the following steps should be taken.

Assessment: Is the bus in the direct path of a sighted tornado?

1. If there is time go to a designated tornado shelter or well- constructed building that you can unload students into, then do so as fast as possible. In the building move them into the interior of the basement away from windows and doors.
2. If no sturdy shelter is available, look for a ditch or low lying area (preferably without water). Make sure the bus is parked well away (preferably downwind) from the location you have selected. Unload the students to the low-lying area and have them get in position with their hands over their head.

Once the storm has passed do a head count and check for injuries. Call 911 if there are injuries and contact the Director at PACT Head Start at 217-773-1015 to report location, situation, and receive directions.

Emergency on the Bus



Designated Staff: _____

1.

Transportation staff will know the location of fire stations, police stations, and hospitals on their route. The Transportation Staff will know the location of children and staff's emergency information located on the bus.

2.

School Bus Information on a card will be available for another adult (bus monitor or substitute) to telephone for help. The information on the card will include the bus and route information and PACT address and telephone numbers. The information card is used to give basic information to 911.

3.

If a medical emergency should arise on the way to or from school, the Bus Driver will pull over and call (911) emergency medical service and central office. The Bus Monitor will administer first aid. The Bus Monitor will call (911) emergency medical service and central office, if the Bus Driver is rendered incapacitated.

4.

In the event of an accident, the Bus Driver will call (911) and central office. Bus Monitor is responsible for checking each child for injuries.

5.

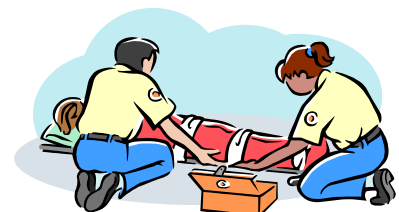
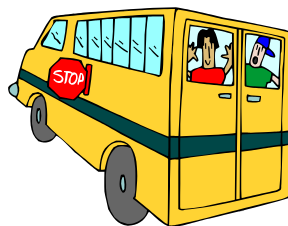
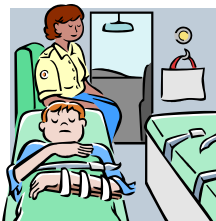
In a bus hostage and/or weapon situation, the Bus Driver or Bus Monitor will attempt to contact the center Site Supervisor with "**mechanical failure**" as the code to alert Transportation Coordinator of the emergency situation.

6.

Following consultation with emergency personnel and executive director, parents will be contacted and provided with instructions regarding transportation arrangement/responsibilities and update on their child's health status.

7.

Refer all media to executive director.



Crisis Management/Evacuation Training

Trainer: _____ Center: _____ Program Year: _____

Signature and Date of annual and/or new staff Crisis Management/Evacuation Training

Staff	Position	Date

Practicing emergency drills allow staff & children to become more efficient and comfortable with safety procedures.

Emergency Temporary Housing Site			
Location of Shelter	Shelter Phone #	Contact Person	Phone #

The Crisis Management Manual is reviewed with all center staff & substitutes prior to the first day of class. The location of the evacuation site is updated annually. A monthly “review” of the evacuation procedures will be documented on the Team Meeting Minutes. File this page, Evacuation Training sign-off, in your Center Safety Notebook.