



# EMERGENCY PREPAREDNESS PLAN

2024/2025

Adelino Head Start

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# Emergency Preparedness Plan

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## *Purpose:*

The purpose of the Emergency Preparedness Plan is to provide a useful framework for coping responsively with the various disasters that could occur at Adelino Head Start and to assign responsibilities to meet these emergencies.

The Emergency Preparedness Plan has as its primary objective:

- To save lives and avoid injuries
- To safeguard Adelino Head Start property and records
- To promote a fast, effective reaction to coping with emergencies
- To restore conditions back to normal with minimal confusion as promptly as possible

For these objectives to be attained it will require clear activation procedures and responsibilities, identification of all tasks to be performed and by whom, an organized yet flexible response, and the dedication and cooperation of all.

It is vital that we be prepared to respond effectively in time of emergencies. Such preparations will also help us meet our obligation to our community.

This plan is to be used in case of emergency. All employees should:

- Familiarize themselves with this plan
- Be prepared to activate this plan
- Perform any duties to which they are assigned during an emergency

Effective parts of the plan are to be posted in the front office and shall be in a prominent spot. All who use that office should familiarize themselves with the provision as it applies to that office.

All employees shall be instructed in the Emergency Preparedness Plan so they can respond immediately upon receiving necessary warning.

# General Instructions

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## *Before an Incident:*

- Read and understand the emergency and security procedures. Know your duties in case of an evacuation or lockdown. Study the evacuation map and know where your classroom or section will go.
- Plan who to call for help if you had an emergency in your area of the school and who you would send for assistance. Design mutual assistance protocols with nearby colleagues in advance.
- Know the locations of phones, fire alarms, fire extinguishers, fire hoses, panic alarms, First Aid Kits, and the emergency exits in advance.
- If you have a cell phone, keep it charged and with you. Purchase a spare battery and cord for emergencies. Keep your emergency kit in your classroom.
- Learn First Aid and Self Defense Techniques. Training classes (in-service, etc.) are available. Memorize names of staff members who are trained in First Aid.

## *During and After an Incident:*

- Notify the Director, Brandi Snelson at 505-864-6700 (Office) or 505-385-1353 (Cell) or designee. Do not hesitate. Better to report an incident unnecessarily than to fail to report what becomes a full-blown emergency. Call 911 as soon as it is evident that emergency response is needed.
- Do not relay speculation to students or parents. Communicate only what you do know. Be factual and unemotional. Apply common sense and calm to each situation.
- Complete a detailed incident report.
- Do not release the names of the injured or those involved in the incident to anyone outside the MWNMCAP Chain of Command and do not talk to the media unless you are authorized to do so. Follow the MWNMCAP protocol for talking to the media.

# Emergency Response Quick Reference Guide

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*Adelino Head Start  
2747 HWY 47  
Los Lunas, NM 87031  
505-864-6700  
505-861-1765 (Fax)*

## **Crisis Communications**

Brandi Snelson-Director (office) 505-864-6700 (cell) 505-385-1353

Regina Vallejos- Administrative Specialist (office) 505-864-6700 (cell) 505-453-8901

## **Emergency Signals**

<b><u>Event</u></b>	<b><u>Signal</u></b>
• Evacuation	Fire Alarm
• Lockdown	Lockdown
• Shelter-In-Place	Shelter-In-Place
• All Clear	All Clear
• Manager Meeting	Manager Meeting

## **Parental and Staff Notifications**

- In the event of an emergency, parents will be notified via text, message or by phone
- School phone number is 505-864-6700
- Radio Stations: KOB 93.3 FM 505-767-7600
- Television Stations: KOAT Channel 7 505-884-7777  
KOB Channel 4 505-243-4411  
KRQE Channel 13 505-243-2285
- MWNMCPAP 505-866-0466
- Web Site: [www.ourkidzrock.org](http://www.ourkidzrock.org)

## *School Administration*

The administration is responsible for providing leadership on security issues, approving security and emergency management procedures, updating contact information, receiving and acting on notifications of incidents, reporting incidents to the MWNMCPAP Chain of Command, bringing in external resources, establishing discipline procedures, following through with consequences in a fair and consistent manner, reporting serious incidents to parents or appointing a designee to do so, and other critical tasks.

### *Delegation of Authority*

This memorandum is official notification that in the absence of the Executive Director, the person in charge will assume all protocols and responsibilities and carry out all day-to-day operations on my behalf. If there are situations that need to be handled directly by the Director, please contact her by telephone. In the event of an emergency the person in charge will follow established protocol and procedures. If further clarification is needed regarding the Delegation of Authority, please contact Brandi Snelson directly at (505) 385-1353.

### *Safety Committee Members:*

Brandi Snelson- Director

Whitney Daniels- Education Manager

Jose Torres- Facilities Specialist

Viviana Duran- Family Services Specialist

Denise Montoya- Health Specialist

Regina Vallejos- Administrative Specialist

Michelle Casillas- Administrative Specialist

### *Emergency Management Team*

The Emergency Management Team is activated during a school-wide incident. This section describes the roles and responsibilities of the Emergency Management Team during and after emergencies. Roles and responsibilities specific to evacuations or lockdowns are described in Reverse Evacuations.

## Emergency Management Team (Roles and Responsibilities)

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<b>Role:</b>	<b>Responsibility:</b>	<b>Primary:</b>	<b>Alternative:</b>
<b>School Commander</b>	Manages the crisis and coordinates response with police, fire and medical teams. Remains in Command Center. Gives the order to evacuate or lock down the school. Ensures necessary notifications to the Chain of Command.	Director (Brandi Snelson)	Acting Director/designee (Regina Vallejos)
<b>Site Coordinator</b>	Directs police, fire, and paramedics to the site of the emergency. Controls access to affected areas. Preserves the crime scene until police arrive. Cordons off areas, as necessary.	Facilities Specialist (Jose Torres)	(Brandi Snelson) (Regina Vallejos)
<b>Medical Coordinator</b>	Provides emergency First Aid until medical assistance arrives. Coordinate's school first responders who are trained in First Aid.	Health Specialist (Denise Montoya)	(Brandi Snelson)
<b>Parent Coordinator</b>	Assists parents who come to the school, keeps parents briefed on the situation, and advises parents if their child is, or is not, involved in the emergency, when such information becomes available.	Family Services Specialist (Viviana Duran)	(Brandi Snelson) (Regina Vallejos)
<b>Crisis Team Leader</b>	Coordinates crisis intervention and counseling services.	(Attachment Healing) (Darlene Barela)	
<b>Recorder (Roll Call)</b>	Documents the time and events of a crisis, beginning with when it started and when the situation changed. Records names of responding units and collects business cards, if available. Assists in collecting information from teachers on missing children.	Administrative Specialist (Regina Vallejos)	(Brandi Snelson)
<b>Transportation Coordinator</b>	Arranges for special transportation, if needed, and manages the transportation process.	Transportation (Jose Torres-CDL)	Bus Driver's
<b>Media Coordinator</b>	Keeps media away from parents and students. Collects business cards from the media.	Director (Brandi Snelson)	Acting Director/Designee (Regina Vallejos) (Please See List of Delegation of Authority on page)
<b>Kitchen Coordinator</b>	Assist Emergency Management team. Coordinator will provide snacks, other foods when COO in-effect is designated.	Nutrition Specialist (Itzel Perez)	Cooks (Andrea Gomez)
<b>First Responder</b>	School First Responders provide emergency First Aid until medical assistance arrives. These individuals are trained in First Aid.	<b>1<sup>st</sup> Available Staff</b>	<b>*All Staff are trained in CPR and First Aid*</b>

<b>Teacher Coordinator</b>	Check on the safety of the children and teachers. Relay any information to the teachers as needed.	Education (Whitney Daniels)	Coaches (Stephanie Sanchez)
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*MWNMCAAP Chain of Command*

The School Commander is required to report to the MWNMCAAP Chain of Command, beginning with the EHS/HS Director and Chief Executive Officer:

- an occupant of the school is seriously injured and/or hospitalized;
- a school occupant is killed;
- a staff member is arrested for any cause or implicated in an injury or death on-site or off-site;
- school operations are interrupted;
- media attention has been called to the incident;
- there is a significant potential for injury or death;
- there is a potential for school operations to be interrupted, or
- a criminal investigation is underway.

This list is not all-inclusive and sound judgement should be used to determine what is appropriate for reporting.

<b>Office:</b>	<b>Name:</b>	<b>Title:</b>	<b>Office Phone:</b>
MWNMCAAP	Bill Silva	Chief Executive Officer	505-866-0465
MWNMCAAP	Molly Sanchez	EHS/HS Director	505-357-1701

# Emergency Numbers

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<b>Title</b>	<b>Name</b>	<b>Phone</b>
Emergencies	911	911
Police Non-Emergency	Los Lunas Police Department	505-865-9130
Fire Department	Los Lunas Fire Department	505-839-4634
Ambulance/EMT	911	911
Hospital	Presbyterian	505-841-1234
Behavioral Health	Presbyterian	505-291-2560
State Police	Representative	505-841-5286
Bernalillo County Sherriff	Representative	505-468-7100
Center for Disease Control	<a href="mailto:cdcinfo@cdc.gov">cdcinfo@cdc.gov</a>	1-800-232-4636
NM Children, Youth and Families Department	Representative	1-800-797-3260 505-841-6100
Child Help (Child Abuse Hotline)	Representative	1-855-333-7233
Poison Help (Poison Control)	Representative	1-800-222-1222
Public Services	PNM New Mexico Gas Company	505-246-5700 1-888-664-2726

# Adelino Head Start Emergency Codes

Main Campus Emergency: 911

Los Lunas Police Department 505-865-9130

<b>Procedures:</b>
<b>Lockdown:</b> <ul style="list-style-type: none"><li>• All Doors are locked.</li><li>• Bring students, staff, and guests indoors; advise visitors in the building to stay inside the building until it is all clear.</li><li>• Close blinds.</li><li>• All lights off.</li><li>• All students and school personnel should move toward the wall; away from windows and doors (glass will shatter).</li><li>• Instruct students to remain silent.</li><li>• Instruct students to stay away from the doors and from the windows, to protect against flying glass.</li><li>• Create a barrier with tables or desks, if necessary, have students lie on the floor.</li><li>• Use Communication Protocol (numbers will be placed on the window).</li><li>• Take roll; be aware of present/absent students.</li><li>• Remain locked in classroom/offices until advised to move.</li><li>• Wait for instructions (All Clear/ Code Green).</li></ul>
<b>Shelter-In-Place</b> <ul style="list-style-type: none"><li>• Bring students, staff and guests indoor; advise visitors in the building to stay inside the building until it is all clear.</li><li>• Close all windows and classroom doors.</li><li>• Lock exterior doors (main building-front entrance and side doors)</li><li>• Stay in one place; please avoid moving from room to room.</li><li>• If movement is necessary, please supervise transition.</li><li>• Use common sense and remain calm.</li><li>• Use Communication Protocol (numbers will be placed on the window).</li><li>• Take roll; be aware of present/absent students.</li><li>• If warranted, students may be relocated.</li><li>• Wait for instructions (All Clear/ Code Green).</li></ul>
<b>All Clear:</b> <ul style="list-style-type: none"><li>• Wait for instructions.</li><li>• Listen for changes (changes-busses, schedules, assignments).</li></ul>
<b>Fire Alarm:</b> <ul style="list-style-type: none"><li>• Turn off the lights.</li><li>• Close the windows and doors.</li><li>• Ask students to walk out, not run.</li><li>• Take Emergency backpack and fanny pack.</li><li>• Students will face the opposite direction of the building they are evacuating.</li><li>• Take roll, account for all students.</li><li>• If warranted, students may be relocated.</li><li>• Wait for instructions (All Clear/Code Green).</li></ul>
<b>Manager Crisis Meeting</b> <ul style="list-style-type: none"><li>• Management Team will meet in the conference room to discuss situation and make plan of action.</li></ul>

# Evacuation Plan

## Evacuation Signal: Fire Alarm

### Evacuation Roles in an Emergency

Role:	Responsibility:	Name:	
All Personnel	Once an evacuation order is given, all occupants, with the exception of searchers, must immediately evacuate the building in a calm and efficient manner. Teachers without special duties must quickly lead their students in an orderly fashion to their pre-designated posts, taking with them their Emergency Binder, a pen or pencil, and other components of the Emergency Kit.	All students and school personnel will report to the first priority area (Evacuation Site) for fire drills, or any unplanned evacuation. The first priority area is the West Side of the building for all classrooms and the West Side for the Front Office Staff.	
Searchers (Sweepers)	Once teachers have evacuated their classrooms, Searchers, also called Sweepers, are responsible for finding and evacuating all personnel from remote areas such as storage rooms, file rooms, coffee areas, and restrooms. They should communicate and close all doors-but not lock them-after they have searched an area.	Education (Whitney Daniels) (Stephanie Sanchez)  Facilities Specialist (Jose Torres)  Family Advocates (Viviana Duran)	
Assists the Physically Disabled	Assistants for the Physically Disabled are responsible for making sure all physically disabled students and personnel are evacuated and for monitoring them until they are safely discharged to their families or guardians. The program must maintain up-to-date lists of physically challenged students and a list of any special medical needs.	Health Specialist (Denise Montoya)	Will assist with any Physically Disabled students.

# Evacuation Posts

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## *Off-Site Emergency Shelter*

This is where school occupants will be relocated if an emergency incident prevents them from staying on the campus. Parents should report to designated sites. Do not go to the school. Students will not be released until all students are accounted for. Parents must sign out the student before being released.

### First Alternate Site:

Tome Adelino Fire Dept Valley Station  
2755 HWY 47  
Los Lunas, NM 87031  
505-864-2590

### Second Alternate Site:

Tome Adelino Fire Dept  
680 Manzano Express Way  
Los Lunas, NM 87031  
505-865-9701

## *Off-Site Command Post*

Emergency Management Team will set up command post, once the school is fully evacuated.

### First Alternate Site:

Tome Adelino Fire Dept Valley Station  
2755 HWY 47  
Los Lunas, NM 87031  
505-864-2590

### Second Alternate Site:

Tome Adelino Fire Dept  
680 Manzano Express Way  
Los Lunas, NM 87031  
505-865-9701

## *On-Site Command Post*

- Director's Office/ Front Office Area
- PFCE Building, IF Director's Office and/or Front Office Areas are NOT accessible

## *Staging Area for Emergency Response Equipment*

Emergency Equipment such as fire trucks and ambulances will be stationed here while not actively responding to the emergency.

- Close to or near the Bus Loading Area
- Front Parking Lot Area

## *Areas for the Injured*

- Emergency Management Team will designate an area and emergency responders will be directed to the staging area.
- Students and staff personnel with injuries that are not life threatening will be directed to the staging areas.

- Note: Emergency Responders (Police and Medical Technicians/Ambulance transporters will ultimately be responsible for moving students and staff personnel with life threatening or serious injuries) PLEASE DO NOT MOVE A PERSON REQUIRING SERIOUS OR CRITICAL MEDICAL ATTENTION.

### *Area for the Deceased*

This area should be secluded from the sight of parents, students, and the media. All areas should be cordoned off.

- Emergency Management Team with Emergency Responders Collaboration will designate an area.

### *Area for the Media*

This area is cordoned off for the media.

- Emergency Management Team with Local First Responders will designate an area and plan of action

# Duties of Personnel during an Emergency

Title	Duties
Facilities Specialist	<ul style="list-style-type: none"> <li>• Assures all warning systems are operable</li> <li>• Order and monitor drills</li> <li>• Provide the staff with copies of the Emergency Preparedness Plan</li> <li>• Keep in contact with the radio for information on emergency warnings</li> <li>• Schedules In-Service activities to keep emergency procedures functional</li> <li>• Cooperate with community groups interested in emergency preparedness</li> <li>• Report any missing person to other Emergency Personnel</li> <li>• Assume responsibility for the safety of the facility during an emergency. Must report structural defects to the Executive Director or designee.</li> <li>• Assume responsibility for the safety of the monthly inspection and annual maintenance of all extinguishers</li> <li>• Mark the shutoff valves and switch for the gas, water, and electricity. Shut off utilities as the emergency warrants and post for others to use in an emergency.</li> <li>• Assist in checking for power line and building damage for exit safety</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>• Assumes responsibility of making sure the students are safe and accounted for by taking roll call</li> <li>• Takes emergency backpack</li> <li>• Notify the office in the event that a student is missing during the emergency</li> <li>• Assist the Emergency Management Team</li> <li>• Wait for instructions</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Follow directions from the teacher</li> <li>• Listen and wait for instructions</li> </ul>
Front Office Staff	<ul style="list-style-type: none"> <li>• Must have on hand a complete list of staff and their phone numbers</li> <li>• Monitors the use of the telephone in order to keep the lines free for emergency personnel. Email may also be used in exchange for the phone</li> <li>• Notifies the appropriate agency such as the Los Lunas Police/Fire Department.</li> </ul>
Kitchen Staff	<ul style="list-style-type: none"> <li>• Assist the Emergency Management Team</li> <li>• Provide snacks, drinks and other foods when designated during an emergency</li> <li>• Makes sure all appliances, lights, doors windows are shut off before exiting during an evacuation</li> </ul>
Bus Drivers or Any CDL Holder	<ul style="list-style-type: none"> <li>• To evacuate and transport students to alternate sites (Safe Place) during certain emergencies</li> <li>• Busses will be filled to capacity with all students and teachers first.</li> <li>• Busses will load in front of the school (student pick-up/drop-off area)</li> <li>• All parents need to report to the designated waiting area until students are released. Parents should not go to the school.</li> </ul>

# Communications

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## *School Delays and Cancellations*

Verbal instructions to staff as appropriate

The Television stations, KOAT (Channel 7), KOB (Channel 4) and KRQE (Channel 13) will announce closures no later than 9 a.m. Adelino, Meadow Lake, and El Cerro will follow Los Lunas public schools closing and delays. Gil Sanchez, Jaramillo/Dennis Chavez and La Merced will follow Belen Public schools closing and delays. School administration makes the final decision regarding school closure.

Websites: [www.koat.com](http://www.koat.com)  
[www.kob.com](http://www.kob.com)  
[www.KRQE.com](http://www.KRQE.com)

# Evacuations

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## *Alarms:*

The Health Specialist shall hold fire drills and other drills monthly to ensure that all employees and students are familiar with the drills so they can activate and accomplish the drills quickly and efficiently. These drills shall be held at both regular and inopportune times to take care of almost any situation. Everyone in the building, including visitors, should follow the instruction in the room or area they are in when the alarm sounds. The Health Specialist will ensure that fire drill records are maintained.

## *Fire Drill (Evacuation Signal):*

- Turn off the lights
- Close the windows
- Ask students to walk out, not run
- Take Emergency Backpack
- Students should face the opposite direction of the building, which they are evacuating
- Take roll, account for all students
- If warranted, students may be relocated

Wait for Instructions (All Clear)

## *Building Evacuation*

- Immediately upon hearing the fire alarm signal, all employees and others in the building shall evacuate the building via prearranged evacuation route (see map) quickly, quietly and in single file. The last person out of the room shall pull the door closed but will not lock it.
- Employees will take emergency backpacks and attendance sheets.
- Upon reaching the assembly area, attendance will be taken. Any absences should be immediately reported to the Center Director. Perform first aid if necessary.
- Employees shall wait for further instructions. Re-entry or further instructions will come from the Center Director.
- The Facilities staff will notify the utility companies of a break or suspected break in utilities.

## *First Evacuation Site:*

See campus map on next page.

- West side of the building
- Alternative Site will be determined by the Management Team based on circumstances

# Emergency Procedures

**Lockdown**



**Evacuation**



**Shelter-in-Place**



**Relocation**



FRONT OFFICE  
PRIMARY SITE

## Lockdown

For use to protect building occupants from potential dangers in the building.

*When the announcement is made:*

- ⇒ Students are to be cleared from the halls immediately and to report to nearest available classroom.
- ⇒ Assist those needing special assistance.
- ⇒ Close and lock all windows and doors and do not leave for any reason.
- ⇒ Cover all room and door windows.
- ⇒ Stay away from all doors and windows and move students to interior walls and drop.
- ⇒ DO NOT TURN OFF LIGHTS.
- ⇒ BE QUIET!
- ⇒ Take attendance, report according to Student Accounting and Release Procedures
- ⇒ Wait for further instructions.
- ⇒ Do not allow anyone to leave without an "all clear" signal.

## Evacuation

For use when conditions outside are safer than inside.

*When announcement is made, or alarm sounded:*

- ⇒ Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous).
- ⇒ Take Roll Book for student accounting.
- ⇒ Take Classroom Incident Response Kit.
- ⇒ Assist those needing special assistance.
- ⇒ Do not stop for student/staff belongings.
- ⇒ DO NOT LOCK DOORS.
- ⇒ Go to designated Assembly Area.
- ⇒ Check for injuries.
- ⇒ Take attendance, report according to Student Accounting and Release Procedures.
- ⇒ Wait for further instructions.

## Shelter-in-Place

For use in external gas/chemical release and natural hazards.

*When the announcement is made:*

- ⇒ Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location.
- ⇒ Assist those needing special assistance.
- ⇒ Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release).
- ⇒ Turn off outside ventilation.
- ⇒ Take attendance, report according to Student Accounting and Release Procedures.
- ⇒ **DO NOT ALLOW ANYONE TO LEAVE THE CLASSROOM.**
- ⇒ Stay away from all doors and windows.
- ⇒ Wait for further instructions.

## Relocation

For use to move students and staff off campus and away from a dangerous situation.

**If a directive to relocate certain students is given:**

- ⇒ The principal, designee, or public safety officials will indicate a specific place.
- ⇒ Remain calm.
- ⇒ **DO NOT LOCK DOORS.**
- ⇒ Take Roll Book for student accounting.
- ⇒ Take Classroom Incident Response Kit.
- ⇒ Account for all students and staff.
- ⇒ Take attendance, report according to Student Accounting and Release Procedures.
- ⇒ Wait for further instructions.

**ALL CLEAR: The school can resume normal operations**

## LOCKDOWN

For use when protecting from an internal or external threat by excluding and/or isolating the threat to increase safety and reduce possible victimization.

Lockdown may be called for a variety of reasons including weapons, intruders, police activity near or on Adelino Head Start campus, contamination or hazardous materials or terrorist events.

- During a lockdown it is encouraged to limit the use of all phones and cell phones.

**The building will have restricted access until the “ALL CLEAR” is given or individuals are directed by emergency personnel or staff.**

### Teacher/School Staff

### Director/Incident Commander/Assigned Staff

#### When announcement is made, or alarm sounded:

1. Make sure all students are cleared from the halls immediately and to report to nearest available classroom or other designated location.	1. Clearly communicate and instruct staff to Lockdown by a pre-designated signal (verbal, written, etc.) that requires all persons go indoors.
2. Assist those needing special assistance.	2. Call emergency number 9-1-1, and Los Lunas Police Department to activate the Emergency Preparedness Plan.
3. Close and lock all windows and doors and do not leave for any reason.	3. Quickly secure all sections of the building and campus, the classrooms and all interior and exterior doors.
4. Take classroom incident response kit and roll book for student accounting.	4. Make sure persons with special needs are given assistance in getting to classroom.
5. Take attendance; report according to Student Accounting and Release Procedures.	5. Ensure that all doors and windows are locked, and that assigned staff has locked all lavatory doors, cafeteria doors, office doors, and gates as directed.
6. Move children out of line-of-sight.	6. Make sure that everyone stays in secured area.
7. Cover windows and glass panes in doors.	7. Maintain communication with emergency response personnel to determine any change in the situation. Get periodic updates.
8. Take shelter away from doors and windows and move students to interior walls and DROP.	8. Communicate “all clear” signal once police and fire departments deem appropriate.
9. Require students to BE QUIET in classrooms. Do not use cell phones.	
10. DO NOT TURN OFF LIGHTS.	
11. Wait for further instructions. Continue to listen for and follow the directions given by the Incident Commander’s communication.	
12. Do not allow anyone to enter/exit the secured area until the “all clear” signal or response is given.	

# EVACUATION

For use when conditions outside are safer than inside.

In the event that there is a need to evacuate the school (i.e., **chemical spill, disaster, bomb emergency, fallen aircraft, fire or gas leak**), these steps should be followed:

*SCHOOLS WITH SPECIAL NEEDS STUDENTS SHOULD FOLLOW INSTRUCTIONS IN THE EVACUATION PLAN FOR PERSONS WITH DISABILITIES.*

**Teacher/School Staff**

**Director/Incident  
Commander/Assigned Staff**

## When announcement is made, or alarm sounded:

<ol style="list-style-type: none"> <li>1. Be clear of evacuation routes and sites.</li> </ol>	<ol style="list-style-type: none"> <li>1. Clearly communicate and instruct staff to Evacuate by a pre-designated signal (verbal, written, etc.).</li> </ol>
<ol style="list-style-type: none"> <li>2. Take <b>emergency backpack</b> and <b>roll book</b> for student accounting.</li> </ol>	<ol style="list-style-type: none"> <li>2. Evacuate all students and staff to pre-designated areas.</li> </ol>
<ol style="list-style-type: none"> <li>3. Evacuate building in orderly and timely manner.</li> </ol>	<ol style="list-style-type: none"> <li>3. Director and Facilities staff ensures that all restrooms and non-classrooms are evacuated.</li> </ol>
<ol style="list-style-type: none"> <li>4. Assist those needing special assistance.</li> </ol>	<ol style="list-style-type: none"> <li>4. Implement procedures for students with special needs.</li> </ol>
<ol style="list-style-type: none"> <li>5. Do not stop for student/staff belongings.</li> </ol>	<ol style="list-style-type: none"> <li>5. <b>Call emergency 9-1-1, and 865-9130 for Los Lunas Police Department.</b> Advise them of the reason for the evacuation and present the alternative plans.</li> </ol>
<ol style="list-style-type: none"> <li>6. Close all doors and windows behind you after everyone has been accounted for; <b>DO NOT LOCK DOORS.</b></li> </ol>	<ol style="list-style-type: none"> <li>6. Establish Command Post in safe area.</li> </ol>
<ol style="list-style-type: none"> <li>7. All persons will leave the facilities by moving along assigned routes to the designated safe areas.</li> </ol>	<ol style="list-style-type: none"> <li>7. If the situation warrants vehicle/bus use, notify/have transportation.</li> </ol>
<ol style="list-style-type: none"> <li>8. Evacuate to the primary safe area unless directed to go to a secondary location or another area by public safety authorities.</li> </ol>	<ol style="list-style-type: none"> <li>8. Establish Parent-Student Reunification Center and implement sign-out procedures.</li> </ol>
<ol style="list-style-type: none"> <li>9. Students should stand with backs away from building.</li> </ol>	<ol style="list-style-type: none"> <li>9. Notify parents of the evacuation and give them the central site for picking up students.</li> </ol>
<ol style="list-style-type: none"> <li>10. Remain calm and keep the students as calm as possible.</li> </ol>	
<ol style="list-style-type: none"> <li>11. Check for injuries.</li> </ol>	
<ol style="list-style-type: none"> <li>12. Take attendance; report according to Student Accounting and Release procedures.</li> </ol>	

13. Wait for further instructions.

## SHELTER-IN-PLACE

Director/Incident Commander receives information about a situation that requires Sheltering-In-Place rather than an evacuation.

Sheltering-In-Place is the use of any classroom or office for the purpose of providing temporary shelter from a hazardous material release or emergency, chemical release accident, pipeline rupture etc.

Different from Lock-Down procedures in that students/staff have some degree of discretion over movement, as directed by the Executive Director/designee/Incident Commander.

**Teacher/School Staff**

**Director/Incident  
Commander/Assigned Staff**

### When announcement is made, or alarm sounded:

1. Make sure all students are cleared from the halls immediately and to report to nearest available classroom or other designated location.	1. Clearly communicate and instruct staff to Shelter-In-Place by a pre-designated signal (verbal, written, etc.) that requires all persons outside to go indoors.
2. Assist those needing special assistance.	2. Call emergency number 9-1-1, to activate the Emergency Preparedness Plan.
3. Close and tape all windows and doors and seal the gap between bottom of the door and the floor to the shelter area.	3. Make sure persons with special needs are given assistance in getting to shelter.
4. Turn off all ventilation that may come from outside.	4. Ensure that maintenance shuts all exterior doors and shuts off all ventilation systems (You may wish to consider taping doors and windows).
5. If the air within the shelter appears to be contaminated, inform the office of the problem.	5. Make sure that people stay in shelters (Use your best judgment in allowing visitors into a shelter).
6. Take attendance; report according to Student Accounting and Release procedures.	6. Maintain communication with emergency response personnel to determine any change in the situation. Get periodic updates.
7. DO NOT use cell phones.	7. Communicate “all clear” signal once police and fire departments deem
8. Stay away from doors and windows.	
9. Continue to listen for and follow the directions given by the Executive Director or Command Post (written verbal, etc.).	

10. Do not allow anyone to leave the shelter until the “all clear” signal is given.

appropriate.

## RELOCATION

Relocation may be called to move students and staff off campus and away from a dangerous situation.

In the event that there is a need to relocate (i.e., chemical spill, disaster, bomb emergency, fallen aircraft, fire or gas leak), the students will be transported to an alternative site. If relocation is necessary these steps should be followed:

**Teacher/School Staff**

**Director/Incident Commander/Assigned Staff**

### When announcement is made, or alarm sounded:

1. Be clear of evacuation routes and sites.	1. Clearly communicate and instruct staff to Relocation by a pre-designated signal (verbal, written, etc.).
2. Take <b>Classroom Incident Response Kit</b> and <b>Roll Book</b> for student accounting.	2. Call emergency number 9-1-1
3. Evacuate building in orderly and timely manner.	3. Move students and staff off campus to provide safe haven away from dangerous situation.
4. Assist those needing special assistance.	4. Implement procedures for students with special needs.
5. Do not stop for student/staff belongings.	5. If a directive to relocate certain students is given, the principal, designee, or public safety officials will indicate a specific place. Remain calm, do not lock doors, and account for all students and staff.
6. Close all doors and windows behind you after everyone has been accounted for; <b>DO NOT LOCK DOORS.</b>	6. Establish Command Post in safe area.
7. All persons will leave the facilities by moving along assigned routes to the designated safe areas.	7. If the situation warrants vehicle/bus use, notify/have transportation.
8. Direct students off campus to provide safe haven away from dangerous situation.	8. Establish Parent-Student Reunification Center and implement sign-out procedures.
9. Remain calm and keep the students as calm as possible.	
10. Check for injuries.	
11. Take attendance; report according to Student Accounting and Release Procedures.	

12. Wait for further instructions.

9. Notify parents of the evacuation and give them the central site for picking up students.

## Types of Emergencies

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### *Fallen Aircraft*

The school staff will ring the fire alarm to evacuate the building.

### *Civil Disturbance*

*To minimize the risk of a civil disturbance*

- All visitors are required to check in at the Front Office
- Employees are asked to report the presence of outsiders they see to the Center Director
- Staff members being confronted by community member(s) or other openly hostile person will notify the Center Director to attempt to defuse the situation.
- The Center Director will be alerted to the situation and should it be necessary to notify the Los Lunas Police Department

### *Dealing with a civil disturbance*

#### Violent Person

- Employees will be verbally notified until the situation is cleared by the Center Director and/or Los Lunas Police. The Administrative Assistant will contact the Los Lunas Police while the Center Director attempts to establish rapport with the person. In the absence of law enforcement, the Center Director will do whatever is believed necessary to alleviate the problem. The Center Director will make a written report of the entire incident and submit to the proper authorities, keeping a copy on file.

#### Unidentified person(s) taking control

- If an unidentified person gives orders in a threatening manner or is asking for specific individuals, employees are to stay in their areas and close all doors. If an unidentified person comes to the office, he or she is to be asked for office clearance and stalled by whatever means deemed appropriate under the circumstances. If the person's manner is threatening, the Center Director will notify the Los Lunas Police Department immediately.

#### Other

- If a disturbance gets underway, staff will be notified as quickly and efficiently as possible. The Los Lunas Police will be called by the Administrative Assistant or any other available staff.

### *Firearm and Other weapons*

Immediately notify the Executive Director and take appropriate actions to secure the safety of the staff and students. Call 9-1-1 to report the situation.

### *Bomb Threat*

- The staff member that receives the bomb threat will immediately notify the Center Director in person. DO NOT USE ELECTRONIC DEVICES! The person will then alert the classrooms in person.
- DO NOT USE BUILDING PHONES.
- In order to reduce the threat of a bomb explosion in the building, the following will be observed:
  - Employees should be aware of the contents of their offices.
  - Any suspicious containers or changes should be reported to the Center Director.
  - All people entering the building who are not employees must check in at the front office before going any other place in the building.
  - Visitors should wear a visible Visitor Tag while in the building.

### Reporting

- The person receiving the threat should remain calm and write down the message as exact as possible. Make mental notes of the person calling and as soon as possible afterwards, report information to the Center Director.
- The recipient should listen for identifying background noises i.e.: traffic, trains, etc.
- The Los Lunas Police or authorities present will notify staff when they can return to the building. Employees should check their offices for any strange objects.
- Under no circumstances will anyone touch any objects deemed to be suspicious.

### *Terrorist/Hostage Situations*

The Center Director will relay messages to and from the office and other employees as soon as possible. Any available staff member should notify the Los Lunas Police immediately.

### *Chemicals*

All chemicals in the building are to be labeled and stored according to the MWNMCAP Safety Policy and Procedures. Vendor Safety Data Sheets for all chemicals are kept on file in the Facilities Specialist Office and also in the Front Office near the restroom. All staff will receive hazard communication and hazardous materials training as appropriate.

A copy of the SDS Inventory will be given to the Los Lunas Fire Department for their information. In the event of a hazardous material accident in the building, the Center Director will decide if the building will

be evacuated. The Los Lunas Fire Department and Los Lunas Police Department should be notified if a hazardous material accident occurs.

### *Suspicious Packages*

Some indicators of suspicious packages are as follows:

- Mailed from a foreign country
- Excessive postage
- Rigid or bulky
- Restrictive markings
- No Return Address
- Strange odor
- Lopsided or protruding item
- Oily stains, discolorations, or crystallization on wrapping

If a determination has been made that the package is suspicious:

- DO NOT OPEN, SHAKE OR EMPTY THE CONTENTS.
- Report the incident to the Center Director, who will call 9-1-1. The dispatcher should be told what you have discovered and what steps you have already taken.
- Keep others away from the package or letter. The Center Director will keep the package secure.
- Wash your hands with soap and warm water for one full minute or more.
- Wash your faces and then blow your nose. Everyone who handled the mail should do the same.
- Be prepared to meet with law enforcement or emergency personnel.
- List all people who were in the room or area when the suspicious letter or package was recognized. Give this list to police for follow-up investigation and advice. Make a note of who delivered the package to the school.

If the letter or package is leaking powder, use the following precautions:

- Do not try to clean up the powder. Cover the spilled contents immediately with a plastic bag, using the bag like a sheet of plastic. Do not remove the cover.
- Leave the room, close the door or section off the area and stand by to prevent others from entering.
- Remain by the sealed area to meet with law enforcement or emergency personnel. Follow their advice concerning clean up.

The U.S. Post Office has developed the following poster describing the warning signs of potentially contaminated mail. It is available at <http://about.usps.com/posters/pos84.pdf>

# SUSPICIOUS MAIL OR PACKAGES

**Protect yourself, your business, and your mailroom.**

**If you receive a suspicious letter or package:**

▪ **Stop. Don't handle.**

▪ **Isolate it immediately.**

▪ **Don't open, smell, or taste.**

▪ **Activate your emergency plan. Notify a supervisor.**



**If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:**

▪ **Isolate area immediately** ▪ **Call 911** ▪ **Wash your hands with soap and water**



UNITED STATES  
POSTAL SERVICE



To order this poster, call 1-800-332-0317.

Poster #4  
September 2006  
PSN 7100-07-000-7097

## *Utility Emergencies*

Protocols for utility emergencies are as follows:

- If you smell gas or hear a blowing or hissing noise coming from a utility line or vent, open a window and quickly notify the Facilities Specialist and administration before evacuating the building with your students.
- The Facilities Specialist should turn off the main gas valve, which should be marked in advance with fluorescent tape and an identifier. Once gas has been turned off, it should be turned back on by a professional.
- If you see sparks or broken or frayed wires, or if you smell hot insulation, the Facilities Specialist should be notified to turn off the electricity at the main fuse box or circuit breaker.
- Do not step in water in which downed lines or sparks are visible.
- Never touch live wires.
- Do not attempt to rescue a person who is experiencing electrical shock until the power is off.
- If you suspect sewage lines are damaged, avoid using the toilets.
- Do not turn the lights on or off.
- In the event of a power outage, emergency generators will illuminate the school for two to three hours. Exit signs will be lit. Flashlights are available in the emergency kits. Further instructions will be given through the phone intercom system. The Emergency Management Team will consult with the Facilities Specialist and make a decision regarding dismissal or resuming normal operations.

## *Weather Emergencies*

Adelino Head Start recognizes snowstorms, windstorms and lightning storms as weather emergencies.

Protocols for weather emergencies are as follows:

- Staff and students will confirm a No School Day or school delay by watching the local television stations or by listening to the local radio stations.
- Staff and students will stay inside the building when snowstorms become severe (Adelino Head Start, will confer with the local emergency responders for appropriate action)
- Staff and students will stay inside the building when windstorms cause visibility problems (Adelino Head Start will confer with the local emergency responders for appropriate action)
- Staff and students will stay inside the building when lightning storms become hazardous to students (Adelino Head Start will confer with the local emergency responders for appropriate action)

# Missing Child

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In the case of a missing child, notify the Front Office immediately, so an ALL CALL can be announced as Code ADAM. Please inform the Front Office staff the last known whereabouts of the child.

- Once CODE ADAM is announced all available staff will start searching for the missing child.
- Parents/Guardians will be contacted by the Center Director after the CODE ADAM had been called.
- Immediate notification of the Los Lunas Police Department should be made once an initial search of the facility has been made and repeated 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 to show.
- The Director is to remain at the center as the point of contact and to gather information or description of the child to share with authorities.

# Suspicious Person(s)

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Staff will be on full alert at all times. If any staff see a suspicious person(s) on school premises, please notify the front desk.

The Front Desk will:

1. Call the Los Lunas Police Department at 505-865-9130 and inform them of a suspicious person(s). Please stay on the line with LLPD until they hang up with you.
2. If safe and willing, a staff member will confront the person(s).
  - a. If during anytime the children are leaving or arriving at the school, please have the suspicious person(s) walk or drive outside the gates until after the children leave or arrive inside.

Staff:

1. If you witness a suspicious person(s) please inform the Front Desk, whether it be on the premises or off.
  - a. If you see the person(s) while at the center, please inform the Front Desk.
  - b. If you see the person(s) while off premises, please call Los Lunas Police Department at 505-865-9130 or 9-1-1

# Other Information

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## *Training*

The Director must provide emergency training in First Aid and CPR for all employees who work at Adelino Head Start. The Center Director will be responsible for the training, will organize the method to be used, place and time, and will maintain a list of names of those who have completed the training. In case personnel are absent at the time the training is given, a follow-up procedure will be established to ensure the training is given. The following general objectives will be accomplished as a result of the training:

- Respond to a fire drill and evacuate the building within a minute and follow all other procedure as listed in the emergency plan on fire and evacuation.
- Know how to call for emergency help and know where the emergency phone numbers are listed.
- Recognize the procedures to follow, if hazardous materials, wind and other types of severe weather, medical, flood, utility failure, bomb threat, civil disturbance, including weapons, aircraft crash, hostage situation, or any other type of emergency should arise.
- Know where emergency and first aid equipment are found and how to use it.
- Understand how the Chain of Command works
- Know and understand the Early Dismissal Plan
- Staff will be made aware of the safety features of the building and sources of help that are available.

Assignments will be made to specific people to assist in special duties as outlined in the Emergency Response Plan.

The Center Director will assure that a complete set of keys are kept in the office and are readily available to designated staff.

## *Emergency Backpacks*

Each classroom teacher will have an Emergency Backpack, First Aid Kit, and Binder. This pack shall be stored near the exit. It will contain the following:

- Flashlight with batteries
- Paper, pen or pencil
- A pair of scissors
- Tissue box
- Rubber gloves
- Granola bars
- Water
- Plastic trash bag

- Blanket
- Diapers and wipes

The Administrative Assistant shall have forms to keep records of the emergency and a copy of the Emergency Response Plan. The Center Director will have a cellular phone and/or walkie-talkie before leaving the office.

Each teacher will take the backpack with them when drills are performed. Immediately upon arrival at the designated area, the teacher shall check the students to see that they are all present.

The kitchen staff will make sure the ovens and the dishwasher are turned off before exiting the building. The Nutritionist Coordinator will be in charge of food and supplies if our building is used as a shelter.

# Parent/Student Reunification Plan

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The reunification process includes the following steps:

1. Once a reunification location is identified, a message will be sent out via ChildPlus messaging system notifying all parents of the location and time for pick-up.
2. Students will be delivered to a pre-determined student staging area, beyond the field of vision of parents/guardians.
3. Greeters will direct parents/guardians to the parent check-in location and answer questions and guide them through the process.
4. Parents/Guardians are asked to remain calm and sign students out. Parents must sign students out prior to taking them to ensure all students are accounted for.
5. Students will be called from the staging area to join the parent.
6. Medical or investigative contingencies are anticipated. When it's all said and done, successful reunification is based on pre-planning and integration of first responder personnel. However, as with any school safety plan, the concept of plan evolution is ever present. Events may occur or lessons may be learned that impact these roles or procedures. Emergency Planners should also remain vigilant and familiarize themselves with emerging trends regarding school safety and crisis response, management in particular.

