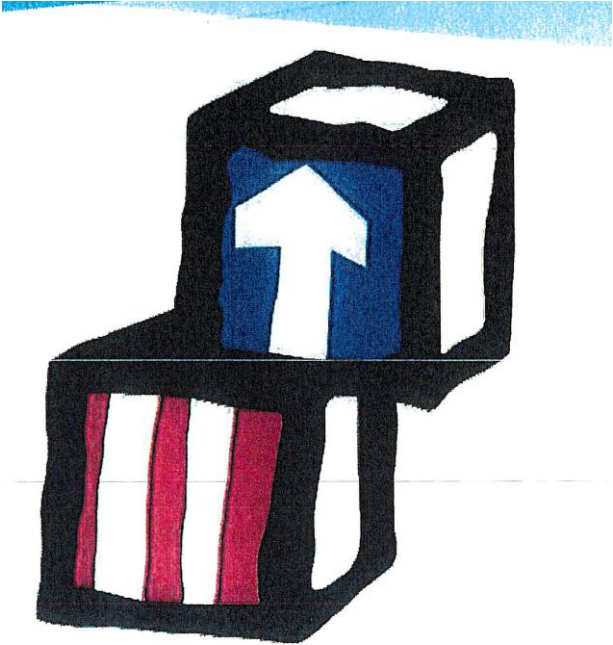


EMERGENCY PREPAREDNESS PLAN



2024-2025

GRANTS EARLY

CHILDHOOD

DEVELOPMENT CENTER

EMERGENCY PREPAREDNESS PLAN

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 Grants Early Childhood Development Center 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 Grants Early Childhood Development Center 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

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, 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 Head Start Director, Amalia " Molly" Sanchez at 505-357-1701 (Office) or 505-227- 9364 (Cell) or designee. Do not hesitate. Better to report an incident unnecessarily than to fail to report what becomes a full-blown emergency. Call 9-1-1 as soon as it is evident that emergency response is needed.
- 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. • Center Director or Designee will communicate with media.

Emergency Response Quick Reference Guide

Grants Early Childhood Development Center

246 Mountain Road
Grants, NM 87020
505-287-4470
505-285-4303 (Fax)

Crisis Communications

Center Manager — Kayleena Rodriguez - Office: (505) 287-4470 Cell: (505) 607-0326

Emergency Signals

<u>Event</u>	<u>Signal</u>
•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 505-287-4470
- Television Stations: KOAT Channel 7 505-884 - 7777
KOB Channel 4 505-243-4411
KRQE Channel 13 505-243-2285

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 MWNMCAP 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 Center Manager, 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 Center Manager, please contact 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 Molly Sanchez directly at 505-227-9364

Safety Committee Members:

Linda Rodriguez- Administration Specialist

Bobbi Torivio- Health Specialist

Pete Lopez- Maintenance

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)

Role:	Responsibility:	Primary:	Alternative:
School Commander (Kayleena)	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.	Center Manager	Acting Director/designee (Please See List of Delegation of Authority on page)
Site Coordinator (Linda)	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.	Admin Specialist	
Medical Coordinator (Bobbi)	Provides emergency First Aid until medical assistance arrives. Coordinate's school first responders who are trained in First Aid.	Health Specialist	
Parent Coordinator (Pete)	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.	Classroom Coordinator	
Crisis Team Leader (Darlene)	Coordinate's crisis intervention and counseling services.	Mental Health Director	

Telephones	Documents the time and events of a crisis, beginning with when it started and when the situation changed. Assists in collecting information from teachers on missing children.	Office Clerk	
Transportation	Arranges for special transportation, if needed, and manages the transportation process.	Center Manager	Bus Drivers
Media Coordinator	Keeps media away from parents and students.	Center Manager	
Kitchen Coordinator	Assist Emergency Management team.	Senior Cook	Cooks
First Responder	School First Responders provide emergency First Aid until medical assistance arrives. These individuals are trained in First Aid.	•1st Available Staff	*All Staff are trained in CPR and First Aid*

MWNMCAP Chain of Command

The Center Manager is required to report to the MWNMCAP Chain of Command, beginning with the EHS/Head Start Director.

- 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.

Emergency Numbers

Title	Name	Phone
Emergencies	911	911
Fire Department	All emergency call goes through 911	505-876-2245
Ambulance/ EMT		505-287-4377
State Police		
Hospital	Cibola General	505-287-4476
Behavioral Health		
Center for Disease Control	cdcinfo@cdc.gov	1-800-232-4636
NM Children, Youth and Families Department	Representative	1-800-797-3260 505-285-6673
Poison Help (Poison Control)	Representative	1-800-222-1222
City of Grants	Utilities	505-287-7927
Continental Divide Electric	Electrician	505-285-6656
Gas	Gas	1-888-664-2726
Chavez Plumbing	Plumber/HVAC	505-285-6418

Grants Early Childhood Center Emergency Codes

Main Campus Emergency: 911

Grants Police: 505-287-4404 / Fire 505-876-2245

Procedures:

Lockdown:

- All Doors are locked.
- Bring students, staff, and guests indoors; advise visitors in the building to stay inside the building until it is all clear.
- All lights off.
- All students and school personnel should move toward the wall, away from windows and doors (glass will shatter).
- Instruct students to remain silent.
- Instruct students to stay away from the doors and from the windows, to protect against flying glass.
- Create a barrier with tables or desks, if necessary, have students lie on the floor.
- Use Communication Protocol.
- Take roll; be aware of present/absent students.
- Remain locked in classroom/offices until advised to move.
- Wait for instructions (All Clear/ Code Black)

Shelter-in-Place

- Bring students, staff and guests indoor; advise visitors in the building to stay inside the building until it is all clear.
- Close all windows and classroom doors.
- Lock exterior doors should be locked.
- If movement is necessary, please supervise transition.
- Use common sense and remain calm.
- Use Communication Protocol.
- Take roll; be aware of present/absent students.
- If warranted, students may be relocated.
- Wait for instructions (All Clear/ Code Black)

Fire Alarm:

Turn off the lights.
 Close the windows and doors.
 Ask students to walk out, not run,
 Take Emergency backpack and fanny pack.
 Students will face the opposite direction of the building they are evacuating.
 Take roll, account for all students.
 If warranted, students may be relocated.
 Wait for instructions (All Clear/Code Black).

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.	<p>All students and school personnel will report to the Evacuation Site for fire drills, or any unplanned evacuation. The area is the South Side</p> <p>_____</p> <p>_____ of the building for everyone.</p>	
Searcher s (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.	Administrative Specialist	Classroom Sweepers: 1. Classroom Coordinator Sweepers: 1. Custodian

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	Will assist with any Physically Disabled students.
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Evacuation Posts

Off-Site Emergency Shelter

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

First Alternate Site: Cibola County Convention Center 515 West High St., Grants (Emergency/COOP Evacuation)	Second Alternate Site: CSBG Office 1150 Elm St., Grants (Emergency/COOP Evacuation)
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(505) 285-5226 Linda Rodriguez Admin Specialist Off-Site Command Post	(SOS 240-2528 Beverly Diaz - CSBG
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Emergency Management Team will set up command post, once the school is fully evacuated.

First Alternate Site:	Second Alternate Site:
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Cibola County Convention Center
515 W. High Street, Grants
(Emergency/COOP Evacuation)

(505) 285-5226

CSBG Office
1150 Elm Street, Grants
(Emergency/COOP
Evacuation)

(505) 240-2528

Linda Rodriguez Admin Specialist

Beverly Diaz -CSBG

On-Site Command Post

Center Manager's Office/ Front Office Area

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.

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

Duties of Personnel during an Emergency

Title

Duties

Center Manager	<p>Assures all warning systems are operable</p> <p>Order and monitor drills</p> <p>Provide the staff with copies of the Emergency Preparedness Plan</p> <p>Keep in contact with the radio for information on emergency warnings</p> <p>Schedules In-Service activities to keep emergency procedures functional</p> <p>Cooperate with community groups interested in emergency preparedness</p> <p>Report any missing person to other Emergency Personnel</p> <p>Assume responsibility for the safety of the facility during an emergency. Must report structural defects to the Head Start Director or designee.</p>
Health Specialist	<p>Assume responsibility for the safety of the monthly inspection and annual maintenance of all extinguishers</p>
Teachers	<p>Assumes responsibility of making sure the students are safe and accounted for by taking roll call</p> <p>Notify the office in the event that a student is missing during the emergency</p>
Front Office	<p>Must have on hand a complete list of staff and their phone numbers</p> <p>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</p> <p>Notifies the appropriate agency such as the Fire Department, Police Department or other agency or company as instructed by the Executive Director/designee</p>
Kitchen Staff	<p>Provide snacks, drinks and other foods when designated during an emergency</p> <p>Makes sure all appliances, lights, doors, windows are shut off before exiting during an evacuation</p>
Maintenance	<p>To evacuate and transport students to alternate sites (Safe Place) during certain emergencies</p>

Communications

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 6 a.m. A Text Alert will be used to notify all parents of delays and cancellations. Center Manager makes the final decision regarding school closure. School Closure will be posted at the entrance to the school building.

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

Evacuations

Alarms:

The Center Manager 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 Center Manager will ensure that fire drill records are maintained

Fire Drill:

- Turn off the lights
- Ask students to walk out, not run
- Take Emergency Kindle
- 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

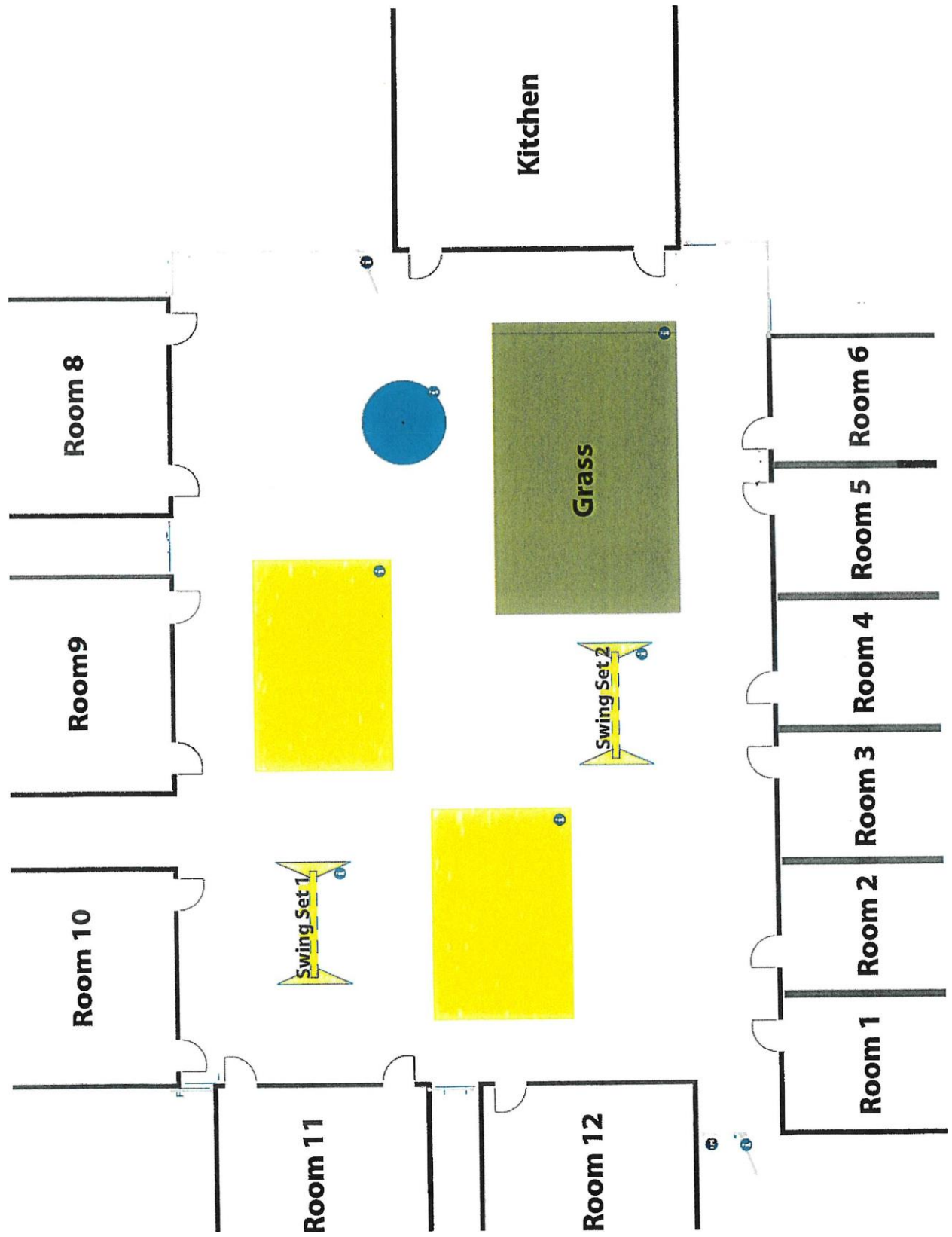
Building Evacuation

- Immediately upon hearing the fire alarm signal, all employees and others in the building shall evacuate the building via prearranged evacuation route quickly, quietly and in single file. The last person out of the room shall pull the door closed, but will not lock it.
 - Upon reaching the assembly area, attendance will be taken. Any absences should be immediately reported to the Center Manager/designee.
 - Employees shall wait for further instructions. Re-entry or further instructions will come from the Center Manager.

First Evacuation Site:

See campus map on next page.

- South side of the building
- Alternative Site will be determined by the Center Manager based on circumstances



Types of Emergencies

Fallen Aircraft

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

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 Manager
- . 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 Manager will be alerted to the situation and should it be necessary to notify the

Grants Police Department

Violent Person

- Employees will be verbally notified until the situation is cleared by the Center Director and/or Grants Police. The Administrative Assistant will contact the Grants Police while the Center Manager attempts to establish rapport with the person. In the absence of law enforcement, the Center Manager will do whatever is believed necessary to alleviate the problem. The Center Manager 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 Manager will notify the Grants Police Department immediately.

Other

- If a disturbance gets underway, staff will be notified as quickly and efficiently as possible. The Grants Police will be called by the Administrative Assistant or any other available staff.
- Firearm and Other weapons
- Immediately notify the Center Manager and take appropriate actions to secure the safety of the staff and students. Call 9-1-1 to report the situation.

Bomb Threat

- The person on the staff that receives the bomb threat will immediately notify the Center Manager in person. DO NOT USE ELECTRICAL 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 Manager.
 - All people entering the building who are not employees must check in at the front office.
 - Visitors should wear a visible Visitor Tag while in the building.
 - 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 Manager.
 - The recipient should listen for identifying background noises i.e.: Traffic, Trains, etc.
 - The Grants 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 Manager will relay messages to and from the office and other employees as soon as possible. Any available staff member should notify the Grants 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 Custodian closet and also in the Front Office. All staff will receive hazard communication and hazardous materials training as appropriate.

A copy of the SOS Inventory will be given to the Grants Fire Department for their information. In the event of a hazardous material accident in the building, the Center Manager will decide if the building will be evacuated. The Grants Fire Department and Grants

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

a determination has been made that the package is suspicious:

- DO NOT OPEN, SHAKE OR EMPTY THE CONTENTS.
 - Report the incident to the Center Manager, 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 Manager 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>

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 Center Director and administration before evacuating the building with your students.
- The Custodian 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 Custodian 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, exit signs will be lit. Flashlights are available in the emergency kits. Further instructions will be given through the phone or intercom system. The Center Manager and a make a decision regarding dismissal or resuming normal operations.

Weather Emergencies

Grants Early Childhood Development Center 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) by watching the local television stations or by listening to the local radio stations

- Staff and students will stay inside the building when snow storms become severe, wind storms cause visibility, lightning storms become hazardous (Grants Early Childhood Development center will confer with the local emergency responders for appropriate action)
- The kitchen staff will make sure the ovens and the dishwasher are turned off before exiting the building. The Cook will be in charge of food and supplies if our building is used as a shelter.

Missing Child

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. • Bring all students, staff and guest indoors: advise everyone to stay inside until Center Manager calls all clear.
- Conduct a search of all areas of the facility, including closets, cabinets, etc., and the immediate surrounding area.
- Parents/Guardians will be contacted and confirmed whether or not a family member may have picked up the child.
- Immediate notification of the Grants Police Department • Make all other required notifications.
- Continue searching while waiting for the police to show.
- The Center Manager 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)

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

The Front Desk will:

1. Call the Grants Police Department (GPD) at 505-287-4404 and inform them of a suspicious person(s), Please stay on the line with GPD 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 Center Manager, whether it be on the premises or off.
 - a. If you see the person(s) while at the center, please inform the Center Manager.
 - b. If you see the person(s) while off premises, please call Grants Police Department at 91 1

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

- Flashlight with batteries
- Tissue box
- Rubber gloves
- Plastic trash bag
- 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 Manager 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.

Parent/Student Reunification Plan

The reunification process includes the following steps:

- 1. Once a reunification location is identified, a message will be sent out via Text 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.
- 7.

Emergency Student Release Form

Teacher: _____

Date: _____

Students will only be released to those listed on the Emergency Contact Forms. NO EXCEPTIONS!

Student's Name:	Parents Printed Name:	Parent Signature:

**Students are not to be released until ALL students are accounted for. * *

Teacher Signature:
