

APPENDIX A

Emergency Action Plan for Fire

The Hiersteiner Child Development Center

Communication

- Is there anyone we need to inform or take special efforts to help evacuate (e.g., students, continuing education participants who are unfamiliar with the campus, audience members, children or people on campus) for an event? Children, parents, and visitors should be directed outside of facility. Persons with disabilities should receive assistance. All occupants must be evacuated safely.
- How will we make sure they are informed? After the building alarm sounds, classroom staff will usher all occupants out. Kitchen staff will assist Bug Garden & Big Backyard. Director will assist Bamboo Forest, Hideaway Woods & college classroom. Front desk, Supervisor and Manager will assist remaining 3 classrooms. BELS do final check.

Procedures

- We'll get out through the nearest exit, which is any of 13 exits clearly posted. Remember to "stay low and go". Classroom staff will take class roster, attendance record, and emergency backpack. Exit to playgrounds as the designated primary emergency assembly area.
- Secondly we'll plan to meet at the Horticultural Center as the designated secondary emergency assembly area if hazardous condition exists. The Fire Department and JCCC Police will request this information. After checking every classroom attendance, we may then go to the Gym (or return to HCDC depending on the circumstances). Gym 003 is the area that we predict that we will be able to use.
- If leaving equipment running would pose an additional danger, shut it down. In our area, this includes all computers, copy machine, fax, kitchen appliances, and all other electrically powered equipment.
- If time permits, secure cash, records, confidential information, equipment or tests. We'll do this by locking valuables in safe. Take purses, keys, coats, etc. for yourself & others not in the office at that time.
- Don't return until JCCC Police or Fire Department gives you the all-clear signal.

Resumption

If there was a fire in our office, the steps we would need to take to resume operations are:

1. *Follow instructions from campus & public emergency personnel.*
2. *Work with children; contact all parents of remaining children.*
3. *Provide special assistance where needed.*
4. *Inventory all contents of building. Replace essential items.*
5. *Seek alternative services for families, if needed.*
6. *Set up temporary work space.*

Special situations

- We face special situations (such as staff who are deaf). We'll handle this by: providing assistance or looking for outside assistance when necessary. Updated 2/26/10

APPENDIX A

Emergency Action Plan for Tornado

The Hiersteiner Child Development Center

Communication

- Is there anyone we need to inform or take special efforts to help evacuate (e.g., students, continuing education participants who are unfamiliar with the campus, audience members, children or people on campus) for an event? Children, parents, and visitors should be directed to a storm security area within facility. Persons with disabilities should receive assistance. All occupants must reach a safe place as quickly as possible.
- How will we make sure they are informed? Following tornado sirens and PA announcement, classroom staff will usher all occupants to safety. Director will assist new wing; kitchen will assist Bug Garden and Big Backyard; front desk staff, Supervisor and Manager will assist 3 oldest rooms. BELS do final check to verify that everyone is in a designated safe area.

Procedures

- Move to your designated safe area, which is the basement of HCDC for original facility occupants; the interior hallway to bathrooms and bathrooms in original facility for new wing occupants. Take "survival kits" and attendance record from each classroom.
- If leaving equipment running would pose an additional danger, shut it down. In our area, this includes all computers, copy machine, fax, kitchen appliances, and all other electrically powered equipment.
- If time permits, secure cash, records, confidential information, equipment or tests. We'll do this by locking valuables in safe; enrollment forms should be taken with us. Take purses, keys, coats, etc. for yourself & others not in the office at that time.
- We will know it is safe to return to the classroom by listening to the college PA system and/or by calling or radioing JCCC Police.

Resumption

If a tornado damaged our office, the steps we would need to take to resume operations are:

1. *Follow instructions from campus & public emergency personnel...*
2. *Work with children; answer phone that rings nonstop; call parents of children in attendance.*
3. *Provide special assistance where needed.*
4. *Inventory contents of building & replace essential items.*
5. *Seek alternate services for families, if needed.*
6. *Set up temporary work space.*

Special situations

- We face special situations (such as staff who are deaf). We'll handle this by providing assistance or seeking outside assistance when necessary.

Updated 2/26/10

APPENDIX A

Emergency Action Plan for an Incident of Campus/Workplace Violence The Hiersteiner Child Development Center

Communication

- Is there anyone we need to inform or take special efforts to help protect (students, continuing education participants who are unfamiliar with the campus, audience members, children or people on campus) for an event? For maximum protection of all children and all HCDC occupants, staff should be as informed as possible.
- How will we make sure they are informed? Verbal and/or written message delivered by BEL staff or office personnel.
- The JCCC Deputy Chief will be given copies of any legal document that relates to a child custody issue.

Procedures

- Call JCCC Police, ex. 4111, for assistance. Follow their instructions. Panic button may be pressed (located at front desk). From a non-campus phone call (913) 469-8500 ext. 4111.
- Encourage others in the area not to become involved and, if possible, leave.
- If confronted with an irrational or aggressive person:
 1. Listen to what the individual has to say.
 2. Speak in a clear, quiet voice.
 3. Respect the individual's personal space.
 4. Don't argue. To the extent you can, use logic & reason to calm the person.

Resumption

If our office operations were disrupted by a criminal attack, the steps we would need to take to resume operations are:

1. *Follow instructions from campus & public emergency personnel.*
2. *Proceed only when and if a safe environment is secured.*
3. *Provide special services as needed.*
4. *Allow persons who have been dramatically affected to go home.*
5. *Call parents if children have been adversely affected.*
6. *Follow-up with children, parents, or staff in response to campus violence.*

Special situations

- We face special situations (such as staff who are deaf). We'll handle this by: providing assistance or seeking outside assistance when necessary.