

Emergency Action Plan



Emergency Action Plan

Emergency Action Plan.....	3
Purpose	3
Objectives.....	3
Responsible Parties.....	3
Business Risk Assessment.....	4
Written Emergency Action Plan.....	4
Training.....	4
Emergency Response Plans	5
Armed Incursion Emergency Response	5
Earthquake Emergency Response.....	6
Explosion Emergency Response.....	8
Flood Emergency Response.....	9
Fire Emergency Response.....	11
Hazardous Substance Release Emergency Response.....	12
APPENDIX A: Floor Plan with Evacuation Routes and Lic 610 (HS & EHS).....	14

EMERGENCY ACTION PLAN

Company Name **Shasta Head Start Child Development, Inc.**

Jobsite Location **1156 Del Monte St, Redding, CA 96002**

Purpose

The purpose of this document is to ensure that Shasta Head Start Child Development, Inc. has a plan with procedures and actions that need to be followed by employees in case of an emergency. This Emergency Action Plan is to be implemented immediately to ensure employee safety from fire or other emergencies. The Plan states specific requirements and procedures to be followed based on the type of emergency encountered.

Objectives

This plan identifies our Emergency Action Plan administrator and safety team, who will have following objectives of:

1. Identifying the types of emergencies that might affect the company, both internally and externally
2. Provide further information and explanation of duties under the plan to employees, if requested
3. Execute Emergency Action Plan drills
4. Assist in the safe and orderly evacuation of other employees

Responsible Parties

The Protection Safety Team and employees are all responsible for implementing the provisions of this plan to mitigate potential damage and/or unsafe conditions from any emergency. Our Emergency Action Team shall include:

Role	Name	Work Phone	Home Phone	Cell Phone
Primary Emergency Coordinator	Site Supervisor	530-722-9114	530-722-9114	530-722-9114
Secondary Emergency Coordinator	Area Manager	530-241-5120	530-356-6878	530-356-6878
Emergency Coordinator Backup	Human Resources Manager	530-245-5117	530-776-4006	530-776-4006
Emergency Coordinator Backup	Program Director	530-241-2853	530-604-1350	530-604-1350

Business Risk Assessment

Emergency	Affects Company	Probability	Impact
Armed Incursion	☒ Yes ☐ No	1	Devastating
Earthquake	☒ Yes ☐ No	1	High
Explosion	☒ Yes ☐ No	1	Devastating
Fire	☒ Yes ☐ No	1	Moderate
Flood	☒ Yes ☐ No	1	Very Low
Hazardous Substance Release	☒ Yes ☐ No	1	High
Evaluation Key	Probability 0 – Impossible 1 – Unlikely 2 – Equally Likely/Unlikely 3 – Likely 4 – Very Likely 5 – Certain Impact Very Low – Occurrence of risk has insignificant influence on site safety Low – Occurrence of risk has some influences on site safety Moderate – Occurrence of risk has a significant influence on site safety High – Occurrence of risk leads to interruption of operations Devastating – Occurrence of risk has an extreme influence on site safety		

Written Emergency Action Plan

The Emergency Action Plan will be based on the requirements of:

- Staff will use the phone system or voice communication to communicate with other staff in the building.

To ensure that the written Emergency Action Plan reflects changes in the workplace and remains a viable working document, the Plan will be reviewed annually by Human Resources Manager.

Training

Prior to the implementation of the Emergency Action Plan, training will be given to those persons designated to assist in the evacuation procedures, procedures to account for all employees, and procedures for shutting down key center operations before evacuation.

Employee alarm systems are consistent with the requirements of Section 6184 and Article 165, and employees are trained to recognize these alarms.

Emergency Action Drills will be conducted annually to ensure employees know how to safely evacuate and perform their responsibilities in the event of an emergency.

After training key evacuation personnel, each employee shall receive training regarding their responsibility under the plan at the following times:

- Initially when the plan is developed
- Whenever the employee's responsibilities or designated actions under the plan change
- Whenever the plan is changed

EMERGENCY RESPONSE PLANS

Based on the previous Business Risk Assessment, Federal Regulations, and State Regulations, the following Emergency Response Plans have been developed to address exposure to such emergencies.

Armed Incursion Emergency Response

Reporting Emergencies

The preferred means of reporting the above-noted emergency and initiating response is:

- Site staff call 911

Responsible Parties

The individuals who can be contacted for further information or explanation on emergency plans and their contact information can be found in the Emergency Action Plan table at the beginning of this document.

Evacuations

In case of emergency, procedures for reporting the emergency above are as follows:

- Site Supervisor or staff in charge call 911
- Notify Area Manager
- Notify Human Resources Manager
- Notify Program Manager

Emergency escape procedures are as follows:

1. Designated Person in Charge determines:
 - a) if necessary to evacuate
 - b) safest route out of the building
 - c) safe place to assemble the children outside
 - d) announce that evacuation of facility if determined necessary
 - e) ensures all children and staff are out of building (last out)
2. Staff assumes their roles assigned for emergency-evacuation.
 - a) Evacuating Children and Staff
 - b) Color-Coded Emergency Disaster Cards
 - c) Emergency Cards
 - d) Emergency Disaster Kits/ 1st Aid Kit
 - e) Attendance Records
 - f) Sign in/out logs
 - g) Count Children and Staff
 - h) Locate missing person(s)
 - i) Shut off water/electric/gas valve

3. Building exit routes

- a) Exit North end of Classroom A
- b) Exit North end of Classroom B
- c) Exit East end of Classroom C
- d) Exit East end of Lobby

A floor plan with evacuation routes and Emergency Disaster Plan for Child Care Center (LIC 610) is attached in Appendix A on page 14.

Critical Operations

Procedures to be followed by employees who remain onsite to operate critical plan operations are as follows:

- No employee will remain on site
- All children, adults and staff will evacuate site.

Employee Accounting

Procedures to account for all employees after emergency evacuations have been completed as follows:

- Adult sign-in sheet will be used to take roll calls of all employees once center is evacuated

Rescue and Medical Duties

Rescue and medical duties for those employees who are to perform them are as follows:

- First Aid will be rendered by employees who are trained in CPR and First Aid as necessary.

Earthquake Emergency Response

Reporting Emergencies

The preferred means of reporting the above-noted emergency and initiating response is:

- Site staff call 911

Responsible Parties

The individuals who can be contacted for further information or explanation on emergency plans and their contact information can be found in the Emergency Action Plan table at the beginning of this document.

Evacuations

In case of emergency, procedures for reporting the emergency above are as follows:

- Site Supervisor or staff in charge call 911
- Notify Area Manager
- Notify Human Resources Manager
- Notify Program Manager

Emergency escape procedures are as follows: During an earthquake move away from windows, bookcases and other hazards. Take cover under sturdy furniture or a doorway.

Designated Person in Charge determines:

1. if necessary to evacuate
 - a) safest route out of the building
 - b) safe place to assemble the children outside
 - c) announce that evacuation of facility if determined necessary
 - d) ensures all children and staff are out of building (last out)
2. Staff assumes their roles assigned for emergency-evacuation.
 - a) Evacuating Children and Staff
 - b) Color-Coded Emergency Disaster Cards
 - c) Emergency Cards
 - d) Emergency Disaster Kits/ 1st Aid Kit
 - e) Attendance Records
 - f) Sign in/out logs
 - g) Count Children and Staff
 - h) Locate missing person(s)
 - i) Shut off water/electric/gas valve
3. Building exit routes
 - a) Exit North end of Classroom A
 - b) Exit North end of Classroom B
 - c) Exit East end of Classroom C
 - d) Exit East end of Lobby

A floor plan with evacuation routes and Emergency Disaster Plan for Child Care Center (LIC 610) is attached in Appendix A on page 14.

Critical Operations

Procedures to be followed by employees who remain onsite to operate critical plan operations are as follows:

- No employee will remain on site
- All children, adults and staff will evacuate site.

Employee Accounting

Procedures to account for all employees after emergency evacuations have been completed as follows:

- Adult sign-in sheet will be used to take roll calls of all employees once center is evacuated

Rescue and Medical Duties

Rescue and medical duties for those employees who are to perform them are as follows:

- First Aid will be rendered by employees who are trained in CPR and First Aid as necessary.

Explosion Emergency Response

Reporting Emergencies

The preferred means of reporting the above-noted emergency and initiating response is:

- Site staff call 911

Responsible Parties

The individuals who can be contacted for further information or explanation on emergency plans and their contact information can be found in the Emergency Action Plan table at the beginning of this document.

Evacuations

In case of emergency, procedures for reporting the emergency above are as follows:

- Site Supervisor or staff in charge call 911
- Notify Area Manager
- Notify Human Resources Manager
- Notify Program Manager

Emergency escape procedures are as follows:

1. Designated Person in Charge determines:
 - a) if necessary to evacuate
 - b) safest route out of the building
 - c) safe place to assemble the children outside
 - d) announce that evacuation of facility if determined necessary
 - e) ensures all children and staff are out of building (last out)
2. Staff assumes their roles assigned for emergency-evacuation.
 - a) Evacuating Children and Staff
 - b) Color-Coded Emergency Disaster Cards
 - c) Emergency Cards
 - d) Emergency Disaster Kits/ 1st Aid Kit
 - e) Attendance Records
 - f) Sign in/out logs
 - g) Count Children and Staff
 - h) Locate missing person(s)
 - i) Shut off water/electric/gas valve
3. Building exit routes
 - a) Exit North end of Classroom A
 - b) Exit North end of Classroom B
 - c) Exit East end of Classroom C

d) Exit East end of Lobby

A floor plan with evacuation routes and Emergency Disaster Plan for Child Care Center (LIC 610) is attached in Appendix A on page 14.

Critical Operations

Procedures to be followed by employees who remain onsite to operate critical plan operations are as follows:

- No employee will remain on site
- All children, adults and staff will evacuate site.

Employee Accounting

Procedures to account for all employees after emergency evacuations have been completed as follows:

- Adult sign-in sheet will be used to take roll calls of all employees once center is evacuated

Rescue and Medical Duties

Rescue and medical duties for those employees who are to perform them are as follows:

- First Aid will be rendered by employees who are trained in CPR and First Aid as necessary.

Flood Emergency Response

Reporting Emergencies

The preferred means of reporting the above-noted emergency and initiating response is:

- Site staff call 911

Responsible Parties

The individuals who can be contacted for further information or explanation on emergency plans and their contact information can be found in the Emergency Action Plan table at the beginning of this document.

Evacuations

In case of emergency, procedures for reporting the emergency above are as follows:

- Site Supervisor or staff in charge call 911
- Notify Area Manager
- Notify Human Resources Manager
- Notify Program Manager

Emergency escape procedures are as follows:

1. Designated Person in Charge determines:
 - a) if necessary to evacuate
 - b) safest route out of the building
 - c) safe place to assemble the children outside
 - d) announce that evacuation of facility if determined necessary
 - e) ensures all children and staff are out of building (last out)
2. Staff assumes their roles assigned for emergency-evacuation.
 - a) Evacuating Children and Staff
 - b) Color-Coded Emergency Disaster Cards
 - c) Emergency Cards
 - d) Emergency Disaster Kits/ 1st Aid Kit
 - e) Attendance Records
 - f) Sign in/out logs
 - g) Count Children and Staff
 - h) Locate missing person(s)
 - i) Shut off water/electric/gas valve
3. Building exit routes
 - a) Exit North end of Classroom A
 - b) Exit North end of Classroom B
 - c) Exit East end of Classroom C
 - d) Exit East end of Lobby

A floor plan with evacuation routes and Emergency Disaster Plan for Child Care Center (LIC 610) is attached in Appendix A on page 14.

Critical Operations

Procedures to be followed by employees who remain onsite to operate critical plan operations are as follows:

- No employee will remain on site
- All children, adults and staff will evacuate site.

Employee Accounting

Procedures to account for all employees after emergency evacuations have been completed as follows:

- Adult sign-in sheet will be used to take roll calls of all employees once center is evacuated

Rescue and Medical Duties

Rescue and medical duties for those employees who are to perform them are as follows:

- First Aid will be rendered by employees who are trained in CPR and First Aid as necessary.

Fire Emergency Response

Reporting Emergencies

The preferred means of reporting the above-noted emergency and initiating response is:

- Activate fire alarm
- Site Staff Call 911

Responsible Parties

The individuals who can be contacted for further information or explanation on emergency plans and their contact information can be found in the Emergency Action Plan table at the beginning of this document.

Evacuations

In case of emergency, procedures for reporting the emergency above are as follows:

- Site Supervisor or staff in charge call 911
- Notify Area Manager
- Notify Human Resources Manager
- Notify Program Manager

Emergency escape procedures are as follows:

1. Designated Person in Charge determines:
 - a) if necessary to evacuate
 - b) safest route out of the building
 - c) safe place to assemble the children outside
 - d) announce that evacuation of facility if determined necessary
 - e) ensures all children and staff are out of building (last out)
2. Staff assumes their roles assigned for emergency-evacuation.
 - a) Evacuating Children and Adults
 - b) Color-Coded Emergency Disaster Cards
 - c) Emergency Cards
 - d) Emergency Disaster Kits/ 1st Aid Kit
 - e) Attendance Records
 - f) Sign in/out logs
 - g) Count Children and Adults
 - h) Locate missing person(s)
 - i) Shut off water/electric/gas valve
3. Building exit routes
 - a) Exit North end of Classroom A
 - b) Exit North end of Classroom B
 - c) Exit East end of Classroom C
 - d) Exit East end of Lobby

A floor plan with evacuation routes and Emergency Disaster Plan for Child Care Center (LIC 610) is attached in Appendix A on page 14.

Critical Operations

Procedures to be followed by employees who remain onsite to operate critical plan operations are as follows:

- No employee will remain on site
- All children, adults and staff will evacuate site.

Employee Accounting

Procedures to account for all employees after emergency evacuations have been completed as follows:

- Adult sign-in sheet will be used to take roll calls of all employees once center is evacuated

Rescue and Medical Duties

Rescue and medical duties for those employees who are to perform them are as follows:

- First Aid will be rendered by employees who are trained in CPR and First Aid as necessary.

Hazardous Substance Release Emergency Response

Reporting Emergencies

The preferred means of reporting the above-noted emergency and initiating response is:

- Site staff call 911

Responsible Parties

The individuals who can be contacted for further information or explanation on emergency plans and their contact information can be found in the Emergency Action Plan table at the beginning of this document.

Evacuations

In case of emergency, procedures for reporting the emergency above are as follows:

- Site Supervisor or staff in charge call 911
- Notify Area Manager
- Notify Human Resources Manager
- Notify Program Manager

Emergency escape procedures are as follows:

1. Designated Person in Charge determines:

- a) if necessary to evacuate
 - b) safest route out of the building
 - c) safe place to assemble the children outside
 - d) announce that evacuation of facility if determined necessary
 - e) ensures all children and staff are out of building (last out)
2. Staff assumes their roles assigned for emergency-evacuation.
 - a) Evacuating Children and Staff
 - b) Color-Coded Emergency Disaster Cards
 - c) Emergency Cards
 - d) Emergency Disaster Kits/ 1st Aid Kit
 - e) Attendance Records
 - f) Sign in/out logs
 - g) Count Children and Staff
 - h) Locate missing person(s)
 - i) Shut off water/electric/gas valve
3. Building exit routes
 - a) Exit North end of Classroom A
 - b) Exit North end of Classroom B
 - c) Exit East end of Classroom C
 - d) Exit East end of Lobby

A floor plan with evacuation routes and Emergency Disaster Plan for Child Care Center (LIC 610) is attached in Appendix A on page 14.

Critical Operations

Procedures to be followed by employees who remain onsite to operate critical plan operations are as follows:

- No employee will remain on site
- All children, adults and staff will evacuate site.

Employee Accounting

Procedures to account for all employees after emergency evacuations have been completed as follows:

- Adult sign-in sheet will be used to take roll calls of all employees once center is evacuated

Rescue and Medical Duties

Rescue and medical duties for those employees who are to perform them are as follows:

- First Aid will be rendered by employees who are trained in CPR and First Aid as necessary.

APPENDIX A:

FLOOR PLAN WITH EVACUATION ROUTES AND LIC 610

Oakview Head Start Floor Plan

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING

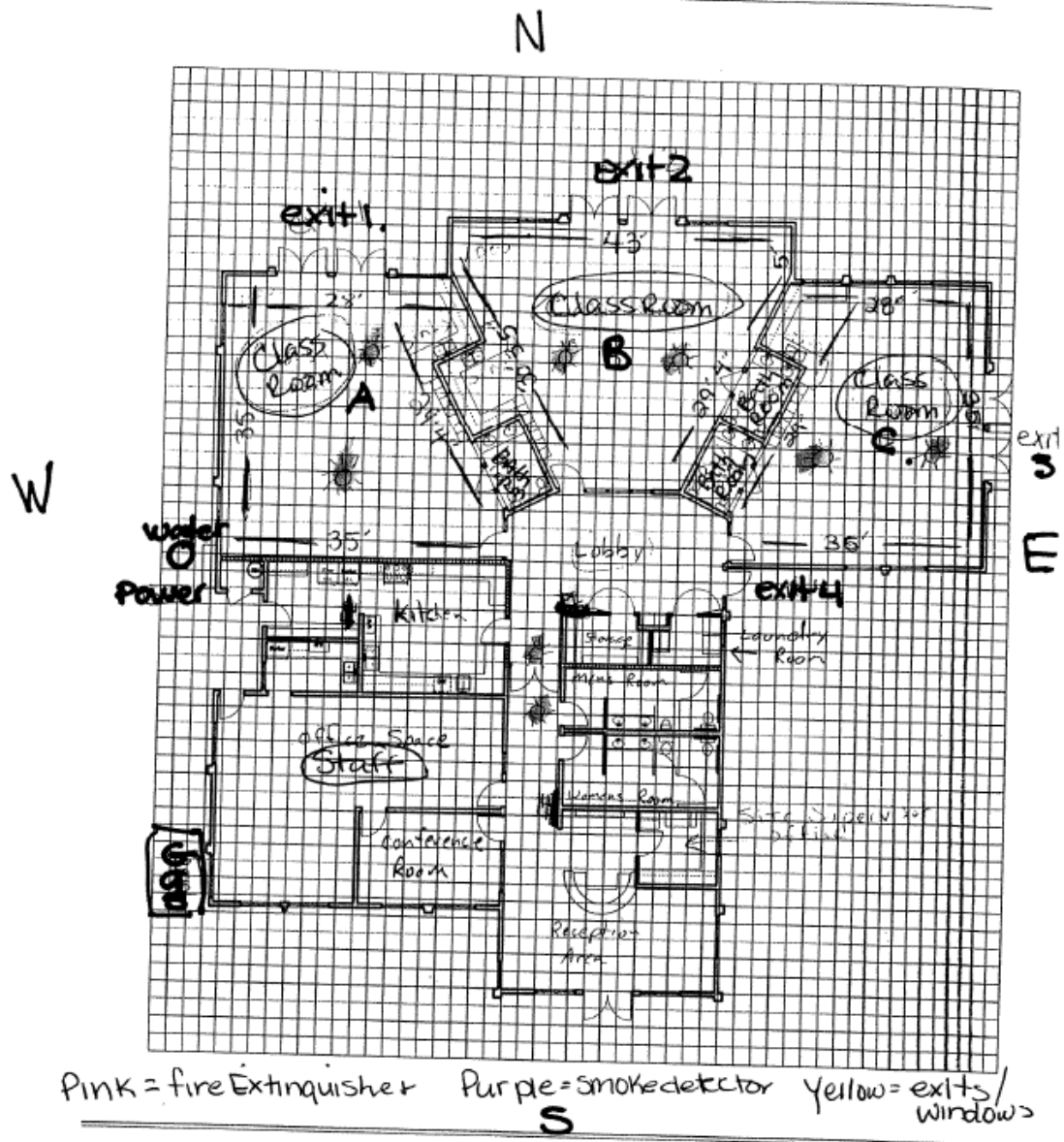
FACILITY SKETCH (Floor Plan)

Applicants are required to provide a sketch of the floor plan of the home or facility and outside yard. The floor sketch must label rooms such as the kitchen, bath, living room, etc. Circle the names of the rooms that will be used by staff/residents/clients/children. Door and window exits from the rooms must be shown in case of an emergency (see Emergency Disaster Plan). Show room sizes (e.g. 8.5 x 12). Keep close to scale. Use the space below. See back for yard sketch.

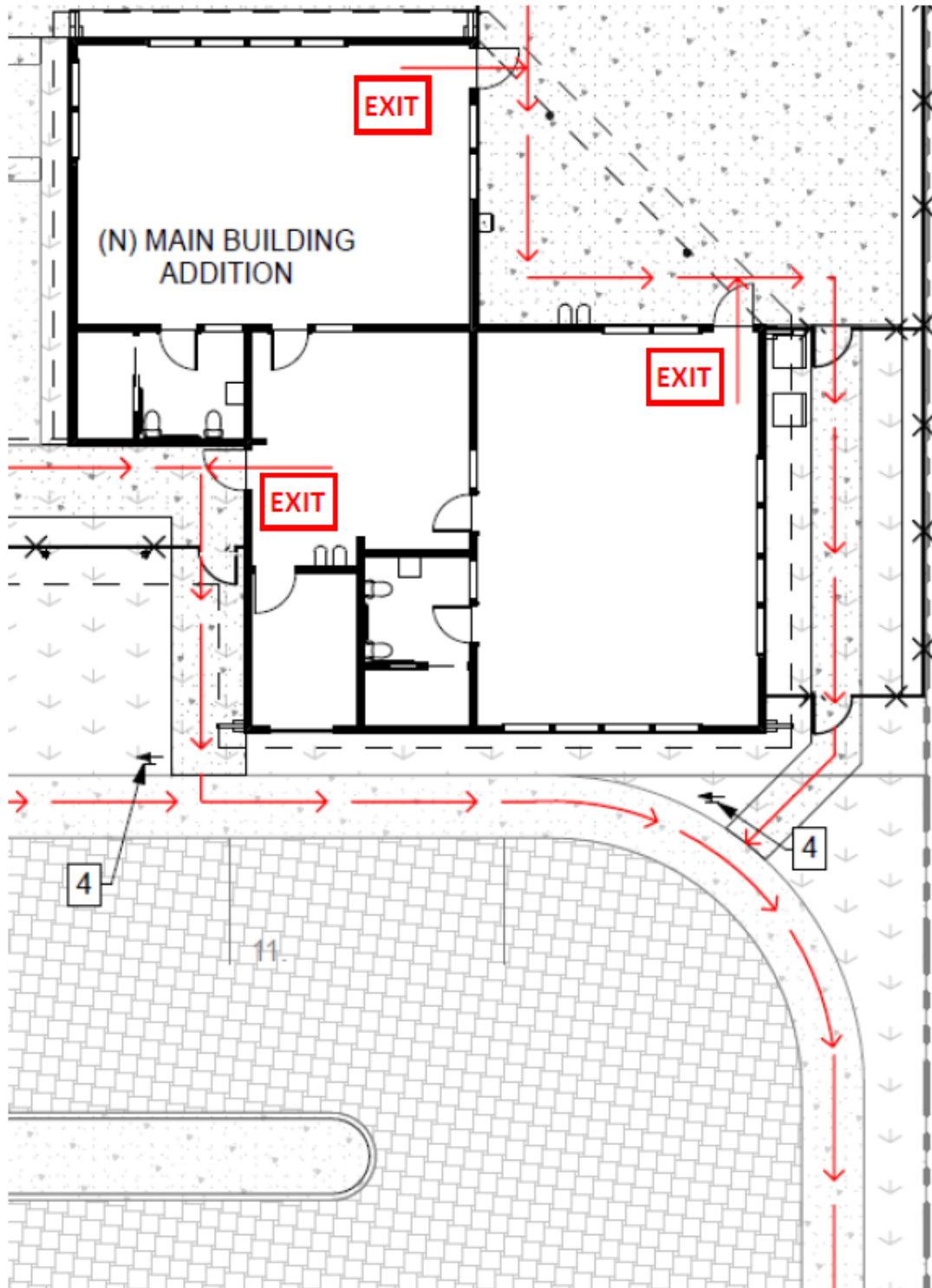
FACILITY NAME:

Shasta Head Start - Oakview

ADDRESS:



Evacuation Plan



**EMERGENCY DISASTER PLAN FOR
CHILD CARE CENTERS****INSTRUCTIONS:**

Post a copy in a prominent location in facility, near telephone.
Licensee is responsible for updating information as required.
Return a copy to the licensing office.

Name of Facility Shasta Head Start Oakview Center HS	Administrator of facility Sue Lennon/ Beth Miller
Facility address (Number, Street City, State, Zip Code,)	Telephone Number
1156 Del Monte St. Redding CA 96002	() 722-9114

I. ASSIGNMENTS DURING AN EMERGENCY (Use reverse side if additional space is required)

Name(s) of staff	Title	Assignment
1. Sue Lennon	Site Supervisor	Direct evacuation and person count
2. Bailey Marchand/Britnee Meeks	Teachers	Handle First Aid
3. Kathy Hunt	Receptionist	Telephone emergency numbers
4. Shelia Doughty	Associate Teacher	Transportation:
5. Stacy Loyd/Denise Correia	Family Worker	Other (Describe):
6. Rebecca Archer	Associate Teachers	Assist Where needed

II. EMERGENCY NAMES AND TELEPHONE NUMBERS (In addition to 9-1-1)

Police or Sheriff: Redding Police Dept. 225-4200	Office of Emergency Services: 245-6000 or 911
Red Cross: 244-8000	Poison Control: 1-800-222-1222
Hospital(s): 225-6000	Other Agency/Person: 911
Child Protective Services: 225-5144	American Medical Response 241-2686
	Shasta Community Dental 246-5700
	Public Health 225-5591

III. FACILITY EXIT LOCATIONS (Using a copy of the facility sketch [LIC 999] indicate exits by numbers)

1. North end of classroom A	2. North end of classroom B
3. East end of classroom C	4. East end of lobby

IV. TEMPORARY RELOCATION SITE(S) (If available, submit letter of permission from renter/lessor/manager/property owner)

Name: Mistletoe Elementary School	Address: 1225 Mistletoe Lane Redding, Ca. 96002	Telephone Number: () 530-224-4160
Name: Curn Creek Post office	Address: 2323 Churn Creek Road	Telephone Number: () 530-223-7523

V. UTILITY SHUT—OFF LOCATIONS (Indicate location(s) on the facility sketch [LIC 999])

Electricity: Outside of kitchen on west side
Water: Outside of kitchen on west side to the right
Gas: Outside of office space on west side

VI. FIRST AID KIT (LOCATION): Children's bathrooms**VII. EQUIPMENT**

Smoke Detector location (If required): Two inside of each classroom, one in lobby, one in reception area
Fire Extinguisher location (If required): One in kitchen, one in lobby near women's bathroom and one in lobby
Type of fire alarm sounding device (If Required): Bell and light
Location of device: Classroom wall

VIII. AFFIRMATION STATEMENT

As administrator of this facility, I assume responsibility for this plan for providing emergency services as indicated below. I shall instruct all clients/residents, age and abilities permitting, any staff and/or household members as needed in their duties and responsibilities under this plan.

Signature 	Date
---	------

LIC 610 (11/23) (PUBLIC)

**EMERGENCY DISASTER PLAN FOR
CHILD CARE CENTERS****INSTRUCTIONS:**

Post a copy in a prominent location in facility, near telephone.

Licensee is responsible for updating information as required.

Return a copy to the licensing office.

Name of Facility Shasta Head Start Oakview EHS		Administrator of facility Sue Lennon/ Beth Miller	
Facility address (Number, Street 1156 Del Monte St.	City, Redding	State, CA	Zip Code,) Telephone Number 96002 () 722-9144

I. ASSIGNMENTS DURING AN EMERGENCY (Use reverse side if additional space is required)

Name(s) of staff	Title	Assignment
1. Sue Lennon	Site Supervisor	Direct evacuation and person count
2. Britany L/Victoria M /Elizabeth R	Primary Caregivers	Handle First Aid
3. Stacy Loyd/ Denise Correia	Family Worker	Telephone emergency numbers
4. Chelsea M/ Katie W/ Elizabeth F	Primary Caregivers	Transportation:
5. Stacy Sida/ Pamela Wilkes	Cook and Cook Aide	Other (Describe): Assist as needed
6. Melina S./ Isabella C.	Classroom Aides	Assist as needed

II. EMERGENCY NAMES AND TELEPHONE NUMBERS (In addition to 9-1-1)

Police or Sheriff: Redding Police Dept. 225-4200	Office of Emergency Services: 245-6000 or 911
Red Cross: 244-8000	Poison Control: 1-800-222-1222
Hospital(s): 225-6000	Other Agency/Person: 911
Child Protective Services: 225-5144	American Medical Response 241-2686
	Shasta Community Dental 246-5700
	Public Health 225-5591

III. FACILITY EXIT LOCATIONS (Using a copy of the facility sketch [LIC 999] indicate exits by numbers)

1. West side next to office	2. East side of activity room D
3. North side of activity room E	4.

IV. TEMPORARY RELOCATION SITE(S) (If available, submit letter of permission from renter/lessor/manager/property owner)

Name: Mistletoe Elementary School	Address: 1225 Mistletoe Lane Redding, Ca. 96002	Telephone Number: () 530-224-4160
Name: Churn Creek Post office	Address: 2323 Churn Creek Road	Telephone Number: () 530-223-7523

V. UTILITY SHUT—OFF LOCATIONS (Indicate location(s) on the facility sketch [LIC 999])

Electricity: Outside of kitchen on west side
Water: Outside of kitchen on west side to the right
Gas: Outside of office space on west side

VI. FIRST AID KIT (LOCATION): Children's bathrooms**VII. EQUIPMENT**

Smoke Detector location (If required): Two inside of each classroom
Fire Extinguisher location (If required): Lobby - entrance
Type of fire alarm sounding device (If Required): Bell and light
Location of device: Classroom wall

VIII. AFFIRMATION STATEMENT

As administrator of this facility, I assume responsibility for this plan for providing emergency services as indicated below. I shall instruct all clients/residents, age and abilities permitting, any staff and/or household members as needed in their duties and responsibilities under this plan.

Signature 	Date
---	------

LIC 610 (11/23) (PUBLIC)