



Emergency Action Handbook

Eugene Relief Nursery
1720 West 25th Avenue
Eugene, OR 97405
(541) 343-9706



Emergency Action Plan For

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Eugene, OR 97405
(541) 343-9706**



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Eugene Relief Nursery Emergency Action Plan



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Eugene Relief Nursery Emergency Action Plan

Emergency Contacts



The procedures listed in the Emergency Action Plan for the Relief Nursery are designed to prevent client and staff injuries, loss of life, and property damage. The success of the Emergency Action Plan requires that the procedures are followed as stated yet grants authority to the building administrators to exercise flexibility as needed to accomplish the intent of the Emergency Action Plan.

Emergency Phone Numbers

Kelly Sutherland

Executive Director

(541) 953-4498 Mobile

(541) 343-9706 ext. 110

Dani Smith

Administration

(541) 255-5344 Mobile

(541) 343-9706 ext. 108

Jessie Hernandez

Site Supervisor

(541) 521-9908 Mobile

(541) 343-9706 ext. 133

Fire Department - Paramedics - Ambulance - Police

Dial 911

Utility Company Emergency Contacts:

Electric

EWEB Emergency Line:
(541) 685-7595

Electrical shut off is in the electrical room next to the kitchen.

Water

EWEB Emergency Line:
(541) 685-7595

Water shut off is in the water vault on the East side of the building.

Gas

Northwest Natural Gas:
(800) 882-3377

Gas shut off is located on the East side of the building.

Family Emergency Phone Numbers

Each classroom has a binder with all family contact information including: student names, parent names, approved emergency contacts, cell phone numbers, home addresses and emails. The front desk also stores physical and electronic records of all of this information for every enrolled family.



Emergency Action Plan

Policy



Many children under the age of five spend their daytime hours away from their parents. Most of these children are in a child care facility. Emergencies occurring during the hours of operation require pre-panning. A child care facility Emergency Coordinator's primary responsibility is assuring the safety of the children in their care. It is imperative that your facility has a comprehensive written disaster plan, commonly referred to as Emergency Action Plan (EAP) with policies and procedures that are to be followed when a disaster occurs.

A child care facility's disaster plans should incorporate the four areas of disaster management:

**Prevention
Preparation
Response
Recovery**

PREVENTION

Prevention involves taking steps to reduce the risk and effects of a potential disaster. It is an ongoing effort that addresses the implementation, management, and maintenance of prevention strategies.

This process can include, but is not limited to:

- Identifying hazards and risks.
- Develop plans to address specific hazards and risks.
- Identify necessary prevention strategies.
- Develop a response plan.
- Implement corrective programs.
- Reassess to assure whether correctional measure was affective.
- Make necessary adjustments in emergency and/or disaster plans.

Other Prevention Steps:

- Get to know your neighbors and your community partners since they may be able to respond and assist during an emergency event.
- Discuss and establish mutual aid agreements with neighbors and community partners for a safe emergency shelter in the case of evacuation.



Emergency Action Plan Policy (Continued)



- Set up agreements with community partners to provide needed services in the event of a disaster. These types of agreements should be put in writing and called a Memorandum of Understanding, and put in the Emergency Action Plan Handbook.
- Send out reminders to parents and guardians to maintain up to date contact information.

PREPERATION

Preparation for emergencies involves developing a well thought out disaster plan that is practiced through the conduction of drills and ensures the availability of resources to respond to a disaster event.

- **Develop** written disaster plans that guide staff on how to respond to incidents. For more information on what should be included in a child care facility disaster plan, see the Information section of this document for each plan.
- **Conduct** monthly drills to familiarize staff and children with the emergency procedures outlined in the Emergency Action Plan. Use different emergency scenarios during each drill to keep staff familiar with their responsibilities during an emergency, regardless of the type of event. Critique the drill, identify opportunities for improvement, and modify the disaster plan accordingly. Maintain records of all drills and critiques. During the orientation of new staff, train and familiarize them with their role in an emergency or disaster event.
- **Ensure** a system is in place for existing staff to periodically review their role in an emergency or disaster event. Utilizing tools such as an Emergency Procedure Flip Chart can provide staff with quick access to response activities that can serve as an in time review during an event.
- **Ensure** that all staff members have a personal emergency plan that includes emergency provisions (stored in a backpack) at the facility.



Emergency Action Plan

Policy (Continued)



- **Ensure** all escape routes are designated. Teach children the evacuation procedures using developmentally appropriate language. Remember, during an emergency, staff and children will react exactly as they have been trained. Practice gives everyone confidence to know what to do. Teach older children how to contact local emergency services (e.g. call 911). Ensure the parent(s)/guardian(s) of all children are aware of the plans your facility has for emergencies so they know how to contact staff and where to go to be reunited with their child. This information should be shared with parent(s)/guardian(s) during the initial registration process as well as annually.
- **Consider** either taking pictures of or have parents/guardians provide pictures of themselves as well as any alternate contact person during the initial registration process, as well as annually. Having pictures of any emergency contact listed for the child may assist with the reunification process during and after an incident.
- **Prepare** an Emergency Supplies Kit that can provide supplies for immediate needs as well as to sustain staff and children if sheltering in place is required for extended periods of time (e.g. 72 hours). All of these supplies should be portable so they can be moved quickly during a disaster, with some of the more immediately needed items kept in a “Go Bag” such as a back pack or duffle bag. Supplies could also be stored at a pre-identified off-site location. Developing a checklist can assist with organizing, maintaining and replenishing supplies to avoid having broken or expired supplies when they are needed most.
- **Encourage** the families of children that attend your facility to have a family preparedness plan. This should include a plan for an alternate person(s) who can pick up their child from child care center/ home if they are unable to leave their place of employment.

RESPONSE

Respond to an emergency situation as rehearsed and according to your Emergency Action Plan. Follow the advice and guidance of officials in charge of the incident.



Emergency Action Plan Policy (Continued)



RECOVERY

How quickly recovery and restoration of operations occurs following an emergency or disaster has much to do with pre-emergency planning and establishment of support agreements and mitigation efforts to lessen vulnerability. Child care facilities should strive to return to normal as soon as possible following a disaster, this assists with the overall recovery of a community as well as helps children cope with the disaster.

Consideration should be given to the following areas that will assist you in recovering after an event:

- A business continuity plan is an action plan that outlines the steps on how the facility will continue to operate after an emergency or disaster that is severe enough to threaten or affect the facility. Developing a business continuity plan before an event occurs can assist with such issues as covering repair expenses and staff salary and continuing to operate as a child care facility.
- Have a backup system for your computer files to assist in getting back to business as usual. The backup system should be located at a site away from your main information system. Consider placing all back up files and all parent/guardian contact information on a flash drive for each child care attendee that can quickly be taken with, during an evacuation. Having this information readily available may assist with the recovery process as well with reunifying children with their families immediately following the incident.
- Be familiar with Oregon State's requirements for provision of temporary child care and operating standards for child care facilities after a disaster.
- Conduct a damage assessment process as soon as possible with consideration given to the safety and security of those conducting the assessment.
- Move to an alternate location until your facility is safe for operation. Negotiate an agreement with another facility to use their building in the event of a disaster. This could be arranged through a mutual aid agreement or understanding.



Emergency Action Plan

Policy (Continued)



- Once everyone is out of danger after an incident involving the child care facility, offer to assist parents in temporary placement of children in other facilities until your facility is able to reopen. Inform families of progress and a time frame for restoration of operations. Contact the sites with whom mutual aid agreements or an understanding is established during the planning phase to open up an alternate child care facility during the recovery phase.
- Identify key equipment necessary for the safe operation of the child care facility. Keep a list of vendors who can provide critical repair or replacement when needed. Compile damage estimates and a list of damaged goods and equipment. Prioritize repairs according to restoration needs. Maintain records of all damage related expenses. Notify insurance carriers, and contact emergency management agencies.
- Identify any disaster resource assistance that may be available to assist with recovery efforts (e.g. repairs). Your local health department, local emergency management agency, the Federal Emergency Management Agency (FEMA) and other community partners are valuable resources to help identify what assistance may be available.
- Provide anticipatory guidance to staff and families on the effects of traumatic events on children. Children respond differently than adults to the stress of an emergency or a disaster event, so it is important that staff is familiar with the normal stress response of children as well as the signs of ineffective coping. Seek out connections with mental health professionals who could be called upon to help children and families who are having difficulties coping during the disaster aftermath.
- Involve children and families in restoration activities where possible, to provide closure to the disruptive event and return to normal activities. Monitor staff for difficulty coping following a disaster. Provide staff with available resources such as counseling services that can assist them with coping after a disaster. Mental Health Consultants are available at the Child Care Resource and Referral (CCR & R) offices and may be available through health insurance companies as well. The Substance Abuse and Mental Health Services Administration (SAMHSA) has a national hotline dedicated to providing year round immediate crisis counseling for those who are experiencing distress related to a disaster event.



Emergency Action Plan

Policy (Continued)



- The Disaster Distress Helpline (1-800-985-5990) is a toll-free, multilingual and confidential crisis support line that is available 24 hours a day. Additionally, Save the Children has a Psychological First Aid online training program for child practitioners (e.g. teachers, educators, child care staff, social workers). More information can be found for this program at: <http://resourcecentre.savethechildren.se/library/save-children-psychological-first-aid-training-manual-child-practitioners>. In addition to the above considerations, it is crucial to establish a record-keeping process in your recovery and continuity planning, especially to assist with the financial aid or reimbursement process.
- One final component in the recovery process is debriefing about the event. Debriefing can involve staff, parents, and directors and serves two purposes. It provides an opportunity for those involved in the event to share their experiences and aid in their personal recovery. In addition, it provides an avenue to identify lessons learned from the event, identify what parts of the plan worked and what did not, and develop an action plan to address those components of the plan that need to be changed. This brings the process full circle as you begin to implement mitigation strategies to correct the plan.



Eugene Relief Nursery Emergency Action Plan

Evacuation Procedure



Steps for Evacuating

- **Stay calm** in order to help the children and others stay calm.
- Use the sign-in sheet or attendance log to **ensure all the children are with you**.
- If a child is missing, **search all areas** including playgrounds, bathrooms, classrooms and closets.

Take the following items with you:

- Attendance sheet
 - A cell phone
 - Emergency backpacks (containing Emergency Contact Information, First Aid Kit, flashlight, gloves, diapers, wipes, formula, water, and extra clothes)
 - Medications, including Epi-Pens and inhalers
- Children with special needs should be paired with an adult for one-on-one support if needed.
 - Quickly exit the building, following the **Fire Emergency Exit Route**. Maps are posted in each work area and marked with all exits, primary and secondary evacuation routes, and designated meeting spot.
 - Emergency Coordinator will **determine whether to meet on-site or off-site**.

On-site meeting spot:

Front parking lot near the trash dumpsters

Off-site meeting spot:

Eugene Rehabilitation & Specialty Care
2360 Chambers Street, Eugene
one (1) block North of the Relief Nursery

- Once at the meeting spot, teachers will **take attendance**, accounting for all children, staff, volunteers and visitors who were in their room.
- The Emergency Coordinator will **call 911** if needed.

Do not re-enter the building until directed to do so by the Emergency Coordinator.

- All employees are trained in First Aid and will assist anyone as needed AFTER evacuation.
- Receptionist will **bring the Emergency Evacuation Book and a cell phone**. If sheltering off-site, the Receptionist will leave a note on the front door of the building with a contact number so parents can reach staff.
- While at the designated meeting location, Emergency Coordinator will **conduct a roll call** of personnel.

Maintaining continuity of childcare operations: Teachers and staff will remain with children until all children have been reunited with parents or until the emergency has been resolved. If the emergency is resolved within the operating hours, teacher and students will transition back into classrooms and routines will resume. While waiting for resolution during an emergency, staff will care for children as they would typically, reading books, singing songs and care for physical and emotional needs.

Teachers will **contact each child's parents** by phone, text and/or email to let them know where to pick up their child. If unable to reach a parent, call the Emergency Contact Person listed on the emergency contact sheet. If you are still unable to reach anyone, the Program Director will determine next steps.



Emergency Action Plan

Evacuation Basic Steps

The preferred means of notifying occupants of a Fire or another Emergency requiring evacuation of the Relief Nursery is the Fire Alarm System. Pull stations are located at each EXIT. The fire alarm is a high pitched squeal accompanied by a strobe light at each station.

The secondary means of notification is the use of the paging system. If the power is out, the Emergency Coordinator or designee will verbally notify occupants of the emergency and to vacate the building.

The Fire Alarm notifies the Fire Department. If the fire alarm is inoperable the Emergency Coordinator or designee will call 911. The fire alarm control panel is a ADEMCO 128-FBP series and is maintained by Alarm Solutions Inc. (541) 689-4629. The system is monitored by Rapid Response (800) 932-3822 Account #AF322037.

- When the alarm sounds ALL occupants must quickly organize and leave the building using the designated evacuation route.
- Keep the Children Calm
- If there is a person unable to use the general means of egress the Emergency Coordinator will assign someone to assist that individual.
- Check each room for any children before exiting. This includes bathrooms and closets.
- Count the children to compare them to the sign-in log.
- Take the Emergency Plan, the Emergency Backpacks, a cell phone, the emergency release forms, and the contact sheet.
- All Employees have been trained in First Aid and will assist anyone needing emergency aid AFTER evacuation.
- The front desk will take the Emergency Evacuation Book and a cell phone.
- Quickly Exit the building to the designated meeting spot.
- Follow the Fire Emergency Exit Route. The maps are posted in each work area and marked with all Emergency exits, the primary and secondary evacuation route, and the assembly point. Each evacuation route is marked specifically for the room/area showing the evacuation route specific to that room/area.
- The Emergency Coordinator will call 911.
- The Emergency Coordinator will ensure that all employees, children, and visitors have exited the building by performing a room to room check.
- Do not re-enter the building until directed to do so by the Emergency Coordinator.
- Call an inform parents or the emergency contact of the evacuation and the location of the children.
- While at the designated meeting location, the Emergency Coordinator will conduct a roll call with the aid of the teachers to determine if all personnel are accounted for. In the event of a total evacuation to the secondary designated meeting spot, we will meet at:

Eugene Rehabilitation and Specialty Care

2360 Chambers Street

Eugene, Or 97405

This location is one (1) block North from the Relief Nursery.



Emergency Action Plan

Severe Weather and Natural Disasters



FIRE

- Activate the closest fire alarm or otherwise alert staff that there is a fire (yell, whistle).
- Evacuate the building quickly and calmly:
- If caught in smoke, have everyone drop to their hands and knees and crawl to the closest exit.
- Pull clothing over nose and mouth to use as a filter for breathing.
- If clothes catch fire, STOP, DROP, & ROLL until fire is out.
- Take attendance sheets, emergency backpack, medications, and a cell phone if immediately available.
- A designated staff person will check areas where children may be hiding before leaving building.
- Leave the building using the designated evacuation routes.
- Gather in designated meeting area in the parking lot and account for all children, staff, and visitors.
- Supervisor will call 911 from outside the building to report the fire.
- Do not re-enter building until cleared by fire department.
- If there is a danger of a wildland fire, you may be ordered to evacuate to a safer location.
- All staff must be familiar with the fire emergency plan and participate in monthly fire drills.

EARTHQUAKE

If Indoors:

- Stay inside, and move children away from windows, glass, light fixtures, tall furniture.
- Take cover in doorways, mud rooms, or under tables.
- **DROP, COVER, and HOLD** and guide the children to do the same.
- As soon as the shaking stops, evacuate to the designated meeting spot.
- If there is no fire or other life hazard, have the children get their shoes and coats.
- Do not re-enter the building until it is determined to be safe.
- Staff training in First-Aid will respond to injuries. If the injuries are severe and the decision is made not to move the victim, 911 will be notified and a staff person will be assigned to provide care.
- Emergency Coordinator will determine next steps. This decision will be based on the present danger conditions, weather, as well as any other relevant factors.

If Outdoors:

- Stay outside.
- Move away from buildings, utility poles, wires, and other structures.
- Stay in open areas until the shaking stops.
- Do not enter the building until authorized to do so.

In Vehicles:

- Stop as quickly as possible, as safety permits.
- Stay in the vehicle.
- Stay away from buildings, trees, overpasses, utility wires/poles.



Emergency Action Plan

Severe Weather and Natural Disasters



SEVERE STORMS / THUNDERSTORMS

Storms may produce hazardous conditions such as lightning, destructive winds, heavy rain, and hail.

1. Emergency Coordinator will monitor STORM WATCH and STORM WARNING information for the area and will determine if the facility needs to be closed.
2. Emergency Coordinator will notify staff of the situation and the plan for closure.
3. Staff will notify parents or guardians.
4. Volunteer Coordinator will notify volunteers.

What to do:

- If you are outside, get into a building or vehicle.
- If you are inside, stay inside away from windows or skylights.

What not to do:

- Do not touch metallic objects such as bicycles, fences, and any equipment such as a lawnmower.
- Do not go near trees, poles, hills, clotheslines, overhead wires, metal pipes, or water.
- If in a group, do not huddle, but spread out.

TORNADO

Tornadoes are violent storms with spiraling high-speed winds. Tornadoes are usually accompanied by hail, severe thunderstorms, and wind.

What to do:

- If your class is outside, take them inside.
- Keep yourself and children away from windows, doors, and outside walls.
- Go to an interior part of the building, closets, bathrooms, or any room without windows.
- Get under something sturdy and cover yourself and the children with a blanket if possible.
- Stay away from electrical wires, or outlets.

FLOOD

If there is flooding in the area, Emergency Coordinator will determine if the facility should be closed.

If Indoors:

- Be ready to evacuate as directed by the Emergency Coordinator.
- Follow the recommended evacuation routes and go to the designated meeting location.
- Call parents, if able, to let them know where they can pick up their child(ren).

If Outdoors:

- Climb to higher ground, if possible, and stay there.
- Avoid walking or driving through flood water.
- If vehicle stalls, abandon it immediately and climb to high ground.
- Stay away from moving water and downed power lines.



Emergency Action Plan

Severe Weather and Natural Disasters



LANDSLIDES

Landslides are generally associated with heavy rainfall and rapid snowmelt. Mudflows are fast moving landslides that usually begin on steep hillsides. Volcanic eruptions may also cause mudflows.

Recognize signs of slides:

- *unusual sounds outside, such as rumbling, trees cracking, or rocks colliding
- *new cracks appearing in building.
- *fences, poles, trees tilting or moving.

- Evacuate if possible.
- If it is too late to evacuate and you are indoors, take cover under sturdy furniture.
- If outdoors, run to high ground, uphill away from the slide. Get out of the path of the slide. If the debris is approaching, run for cover of trees or a building to protect yourself and curl into a ball to protect your head.
- If you are near a stream or channel, be alert for any sudden increase or decrease in water flow.
- Notice any water changes, from clear to muddy or any change in the water level.
- Any change in the water can mean there is debris flow activity upstream, so be prepared to move quickly.
- When driving, watch for collapsed pavement, mud, fallen rocks, fallen trees, or any other indications of possible debris flow on land or water.
- Stay away from slide areas, there may be a danger of additional slides.
- Be alert for any flooding, which may follow a landslide.
- Check for injured and trapped persons near the slide, without entering the direct slide area. Direct rescuers to their location.
- Account for all staff, visitors, and child(ren)

VOLCANO

Monitor radio for information and emergency instructions. If there is ash falling in your area, be prepared to stay indoors. Evacuate if advised to do so by the authorities. Volcanoes are often accompanied by: Earthquakes, ash fall, acid rain, landslides, rock falls, mudflows, flash floods or Tsunamis.

If Indoors:

- Close windows and doors.
- Closely monitor anyone who has asthma or other respiratory difficulties.
- Ensure that infants and those with respiratory difficulties avoid contact with ash.

If Outdoors:

- Cover nose and mouth.
- Wear goggles to protect eyes.
- Keep skin covered with clothing.
- Avoid driving in heavy ash fall, driving will stir up ash and stall vehicles.



Emergency Action Plan

Severe Weather and Natural Disasters



BLIZZARD

Blizzards, heavy snow, ice storms, freezing rain, or sleet can be serious hazards. The first line of protection is to keep informed of all weather conditions in the surrounding area through weather bulletins.

WINTER STORM WATCH means severe winter weather conditions may affect your area.

WINTER STORM WARNING mean that winter storm weather conditions are imminent.

- Layers of protective clothing are more effective and efficient than a single layer of thick clothing.
- Mittens are warmer than gloves.
- Cover the mouth to protect lungs from excessively cold air.
- In the winter months keep a winter safety kit in your vehicle and home.
- Stay indoors and do not take any unnecessary trips.



Eugene Relief Nursery Emergency Action Plan

Severe Weather and Natural Disasters



HEAT WAVE

Children may not adapt to extreme temperatures as effectively as adults because they produce more heat than adults when exercising and have a lower sweating capacity.

- Limit outdoor play when the heat index is at or above 90° F.
- Ensure everyone drinks plenty of water.
- Remove excess layers of clothing.
- Keep movement to a minimum.

Be alert for signs of:

HEAT EXHAUSTION: Cool, moist, pale, or flushed skin. Heavy sweating. Headache. Nausea. Dizziness. Exhaustion. Normal or below normal body temp.

HEAT STROKE: Very high body temperature (>102°F). Hot, red skin, either dry or moist from exercise. Changes in consciousness. Weak or rapid pulse. Vomiting.

Administer first aid and take steps to cool the person down.

Call 911 immediately if symptoms appear to worsen.

EXTENDED POWER OUTAGE

Emergency Coordinator will Storm Watch notices.

- Turn off unnecessary electrical equipment and appliances to avoid damage that could be caused by a surge.
- If there is a loss of power during freezing temperatures, the Building Manager should turn off and drain the fire sprinkler system, standpipes, potable water lines and toilets.
- Equipment that contains fluids that may freeze should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.
- Check outside water faucets or hoses. Wrap the water faucets, and store away the hoses.

When Heat and Power are Restored

- Electronic equipment should be brought up to the ambient temperatures before turning back on to prevent condensation from forming on the circuitry.
- Pipes should be checked for leaks that can be caused by freezing.



Emergency Action Plan

Severe Weather and Natural Disasters



ADVERSE WEATHER POLICY

These are only guidelines and all final decisions on closures will be determined by the Executive Director. On any adverse weather day, call the Relief Nursery and follow the weather procedures detailed on the voice mail. If there are no instructions on the voice mail, follow the school district staff instructions for that day.

Our policy for Eugene staff follows the policy set for the 4-J school district staff; the policy for Springfield staff follows the policy set for the Springfield school district staff; the policy for night classes follows the policy set for Lane Community College.

- To check for closure updates for the 4J District: <https://www.4j.lane.edu/>
- To check for closure updates for the Springfield District: <https://www.springfield.k12.or.us/>

When staff members do not report to work they should either: change their Relief Nursery voicemail to indicate they will be out of the office; or check their Relief Nursery voicemail several times throughout the day. Messages from clients and/or community partners should be returned the same business day that they are received.

BUS ROUTES CLOSED: In the event that weather makes safe driving of the busses questionable, administrative staff will assess the road conditions and decide whether the busses will transport children during that day. If the busses do not transport children in the morning, there will be a late-morning assessment of conditions to determine if we can run our afternoon bus routes. Parents of the children who ride the busses will have to determine independently if they wish to transport their child that day or if the child will stay home.

EUGENE CLASSES: When the Eugene 4-J school district is on a 2-hour delay, due to adverse weather conditions, the Relief Nursery classes will be delayed until 10:00 and no morning bus routes will run. Staff should arrive at the Nursery as soon as safely possible.

When the Eugene 4-J school district cancels classes, Relief Nursery classes will be cancelled for students. All staff will still be expected to report to work. Scheduled home visits will occur as possible and all other families will be contacted and supported by phone. Each staff member may determine whether they can get to work safely (by car, city bus, walking, etc.). The terrain of the community and the distance away from the Nursery that staff live makes it impossible for us to make a decision that is acceptable or appropriate to everyone. Staff members have personal days and/or vacation days they can use when they believe they are unable to get to work safely. If any staff member believes they cannot get to work safely, they should notify their supervisor as soon as possible. Under certain conditions, make-up hours can be arranged on an individual basis with your supervisor. All make-up hours must be arranged with your supervisor.

-- Continued on next page --



Eugene Relief Nursery Emergency Action Plan

Severe Weather and Natural Disaster



ADVERSE WEATHER POLICY (continued)

SPRINGFIELD CLASSES: When the Springfield school district is on a 2-hour delay, due to adverse weather conditions, the Emerald Village classes will be delayed until 10:00 and no morning bus routes will run. Staff should arrive at their site as soon as is safely possible.

In the event that the Eugene 4-J school district is closed but the Springfield school district is open, Emerald Village classes will be held and the teachers for that site will prepare snack and lunch at their site (without food services support).

EVENING CLASSES: Evening class cancellation will follow the policy set by Lane Community College. If LCC cancels their evening classes, our evening classes will be cancelled. Staff members may use leave provisions or may arrange (with their supervisor) to make-up hours within the same pay period as the evening of unpaid leave.

EXTREME WEATHER: When there are extreme weather circumstances, administrative staff may elect to close the Nursery. The Relief Nursery voice mail will state that the Nursery is closed due to extreme weather and that, in this case, everyone should stay safely at home and no leave utilization will be necessary.



Eugene Relief Nursery Emergency Action Plan

Severe Weather and Natural Disasters



Winter Weather Conditions School Closure

When the Emergency Coordinator decides to close or delay school at the Relief Nursery, the decision is communicated as quickly as possible. On days when school is in session on the regular schedule, the school will not make an announcement.

The notice of a school closure or delay will normally happen before 6:00 a.m. The Emergency Coordinator will let the Teachers and Staff know via telephone, the Teachers will then notify the children in their class that the school will be closed or delayed.

In making decisions about school closures, the Relief Nursery's main concern is the safety and welfare of our students and staff. We also believe students and families are best served when schools are open. We will always do our best to make the best decision possible, taking into account all of the factors to keep everyone healthy and safe.

In general, all schools will operate if the Transportation Department is able to operate buses safely on all its regular routes or on its snow routes. If it is deemed to be not safe, then we feel that it is in the best interest of students and families to not transport the children even in their own vehicles.

When a weather related school closure is warranted, we cancel the school day for all students. We generally avoid delayed starts and early dismissal due to weather, although it is possible that unpredictable or sudden weather conditions will require such a decision to be made.

On days when hazardous weather is a concern, the Relief Nursery may cancel school for students, or more rarely, may close all schools and offices, delay the school day, end school early, or close individual schools due to a building problem.

Staff Reporting to Work Expectations

The following general rules will be used to determine which staff members are to report to work. Though, unusual circumstances may cause an adjustment in these guidelines. At any time, if employees who are required to work and believe they cannot safely report, they should notify their supervisor and use the leave provisions outlined in their employment agreement.

Regular Hazardous Weather Day

A regular hazardous weather day will be announced to media as "School Closed, Office Open." The Relief Nursery follows the 4J District guidelines for the Eugene location and the Springfield S-19 District guidelines for the Springfield location.

<https://www.4j.lane.edu/>

<https://www.springfield.k12.or.us/>



Emergency Action Plan

Severe Weather and Natural Disasters



Winter Weather Conditions School Closure (Continued)

Designated emergency staff will report to work without delay.

Administrators will report to work without delay, with sufficient time to administer their assigned programs and address the special circumstances of the delayed opening, including students who may arrive at the regular time.

Transportation will report to work in sufficient time to start their bus route on the schedule route that is deemed safe by the Emergency Coordinator and the Transportation Coordinator.

School based staff will report to work in sufficient time to perform their assigned duties, taking into account the adjusted schedule. If there is any question, it should be resolved with the employee's supervisor.

All employees will report to work without delay, as soon as safely possible.

Extreme Weather Days

On occasion, when there are extreme weather circumstances, the day may be designated an extreme weather day. This will be announced to media as "Schools closed, only emergency staff report."

- Designated emergency staff will report for duty and will be paid according to their employment agreement with the Relief Nursery. If they have any questions on what that amount is, they will need to speak with their supervisor for more information.
- Other staff will not report. All staff will be expected to make up the time on a designated makeup day, or by arrangement with their supervisor if there is no designated makeup day for their group, or use appropriate leave provided in their collective bargaining agreement.

Delayed Start

Rarely, the start of the school day may be delayed due to inclement weather. This will normally be a "2-hour Delay." School will start two hours late and end at the regular dismissal time

- Designated emergency staff will report to work without delay.
- Administrators will report to work without delay, with sufficient time to administer their assigned programs and address the special circumstances of the delayed opening, including students who may arrive at the regular time.
- Bus drivers will report to work in sufficient time to start their bus route on the delayed schedule. If there is any question it should be resolved with the Transportation Coordinator.
- School-based staff will report to work in sufficient time to perform their assigned duties, taking into account the adjusted schedule, no later than 2 hours after their regular reporting time. If there is any question it should be resolved with the employee's supervisor.
- All other employees will report to work without delay, as soon as safely possible.



Emergency Action Plan

Severe Weather and Natural Disasters



Winter Weather Conditions School Closure (Continued)

Early Closure

Very rarely, it may be necessary to close schools before regular dismissal times because of deteriorating weather conditions or other events. School administrators will be notified with specific closure times. Students will remain in the shelter and under the supervision of the school until approved by the Relief Nursery staff or personal transportation arrives to take the children home. When schools are closed early, all afternoon and evening activities will be canceled.

- Staff will remain at work unless dismissed.
- Some staff may be required to stay beyond the regular end of their work day to provide care for students and continue necessary operations.
- Night custodians will work their regular shift unless otherwise notified.

School Building System Failure

Very rarely, the Relief Nursery school's building system may fail and make the school untenable for instruction.

All staff will report for work, but they will need to check with their supervisor for further instructions. If building conditions are unsafe or untenable for work, an alternate work location may be designated.

In rare circumstances the day may be determined to be a non-work day for the building's staff and the work time may be made up later. Lost instructional time may be needed to be made up with adjusted schedules later in the school year.

Afternoon/Evening Activities

When classes are canceled because of hazardous weather conditions, the Emergency Coordinator or designee will make a decision regarding all activities and night use of building. That decision will be communicated with the same modification procedures as a school closure.

Parent Choice

On any day when inclement weather is a concern and school is in session, families are encouraged to consider road conditions in their areas and make their own decisions based on safety. Please call your school if your child will be absent. Parents' individual decisions about school attendance for this reason will be honored.



Emergency Action Plan

Hazardous Materials



BLOOD-BORNE PATHOGENS

(Blood, Urine, Feces, Vomit)

If you have an incident with one or more of these materials, make sure to notify the Site Supervisor of the facility. Each facility has a kit for Blood-Borne and Bodily Fluids that can help with the specific pathogen incident.

- Secure the Area.
- Retrieve the incident kit.
- Put on Personal Protective equipment.
- Follow the procedure steps for the kit.
- Remove safety equipment and clean hands with Sanitizer Wipes. Dispose of both into the Red Bio-Hazard bag. Once all items are in the Red Bio-Hazard bag, including gloves, mask, deodorizing wipes, sanitizer wipes, paper towels, scoop/scrapper, and stiff brush secure the bag. Dispose of the Red Bio-Hazard bag on the outside of the dumpster and notify Dani Smith (541) 255-5344, to let her know that the Red Bio-Hazard bag is out there. **DO NOT** place it in the dumpster, it is now **REGULATED WASTE**.
- Fill out the Exposure Incident Report Form. Keep a copy for yourself, turn in a copy to human Resources, your supervisor and give one to the parent.

CHEMICAL SPILL

When handling chemicals, be sure to follow the instructions written on the product. Never mix products together.

When a small chemical spill has occurred, notify the Emergency Coordinator and or the Site Supervisor. They will contact the correct local emergency services and will notify them of what type of chemical spill has occurred. They will also determine if the ventilation system needs to be shut down to avoid the spread of the chemical fumes.

If toxic fumes are present, evacuate the area immediately. Evacuate to an area upwind and uphill from the location of the spill if possible.

If it is safe to do so, secure the area with caution tape or cones to prevent staff, families, or visitors from coming into contact with the spill.

Do not turn any electrical switches ON or OFF when exiting the room. Eliminate any open flames.

No person should try to contain, touch, or identify the chemical.

Do not attempt to rescue anyone who has passed out due to fumes given off from the spill. This could expose you to the same fumes and potentially incapacitate you as well.

If anyone has come into contact with the chemical spill it should be washed off immediately with water only.



Eugene Relief Nursery Emergency Action Plan

Lockdown Procedure



External Threat

A threat external to the facility (e.g. police notify the facility of a threat in the neighborhood).

- If the front doors are not locked, the Receptionist or designee will do so immediately.
- Receptionist will notify the Director of Administration and the Emergency Coordinator regarding what type of threat the facility is facing.
- The Emergency Coordinator or designee will notify the kitchen and classrooms to begin lockdown procedures.
- Classroom and other staff will shelter in place until they are notified by the Emergency Coordinator that the threat has passed.

Internal Threat

A threat that originates within the building (e.g. an irate individual threatens the safety of a Relief Nursery employee or a client).

- Receptionist will press the lock buttons for all the doors and then will excuse themselves, offering to get someone to assist.
- Receptionist will take their cell phone, if possible, and will call 911 and the Emergency Coordinator.
- The Emergency Coordinator will notify all staff to implement lock down procedures and speak to the individual to assist and determine the severity of the situation.

Teachers' Role in a Lockdown

- Lock the classroom doors, including the jumping room.
- Close the classroom blinds.
- Move the children away from doors and windows.
- If possible, barricade the children in the mud room with the provided 2x4 to protect them from the threat. If this is not possible, barricade the children behind tables in a corner of the classroom.
- Eugene classrooms 5 through 8, if there is time, move the children across the hall to classroom 1 through 4. There are three (3) mud rooms that are located between classrooms 1 and 2, between classroom 2 and 3, and between classroom 3 and 4.
- Remain in lockdown mode until directed otherwise by Emergency Coordinator or police.
- If it is necessary to evacuate, choose a route that gives you hiding options if possible.

Other Relief Nursery Staff Roles

The staff member that is closest to the staff office entry door will lock it. Staff will remain at their work areas until the Emergency Coordinator has notified them to either evacuate the building or that the threat is over.



Eugene Relief Nursery Emergency Action Plan

Man-Caused Threat



BOMB THREAT

If a telephone bomb threat is made, take the following steps:

1. Check caller ID if available.
2. Write down the telephone number, the time, and any other information the caller gives you.
3. Signal to another staff member to call 911 if you are able. Write “bomb threat” on a paper and the number it was received from, so they can give the information to the police.
4. Get as much information as possible and keep the caller on the line as long as you are able.

Ask the caller:

- o Where is the bomb?
- o When is it going to detonate?
- o What will cause the bomb to detonate?
- o What does the bomb look like?
- o What kind of bomb is it?
- o Why did you place the bomb at the Relief Nursery?

Note the following:

- o Exact time of the call.
- o Exact words that the caller used.
- o Callers voice characteristics. (tone of voice, male/female, young/old, etc.)
- o Background noise

5. Do not touch any suspicious packages or objects.
6. Avoid running or anything that would cause vibrations to the building.
7. Avoid using two-way radios or mobile/cell phones.
8. Confer with the police regarding evacuation. If evacuation is required, follow the evacuation protocol.



Eugene Relief Nursery Emergency Action Plan

Man-Caused Threat



MISSING CHILD

- Contact the Emergency Coordinator, so that a search of the facility can be made.
- Search the facility, including all places a child may hide and nearby bodies of water.
- Contact the child's parent(s)/guardian(s) to determine if the child is with family.
- Call 911 with:
 - Child's name and age
 - Address of the facility
 - Physical description of the child
 - Medical condition of the child, if applicable
 - Time and location the child was last seen
 - The person with whom child was last seen
- Have child's information, including photo, available for police when they arrive.
- Continue to search in and around site for child.

KIDNAPPED CHILD

If you believe you have seen a child kidnapped:

- Call 911 immediately with:
 - Child's name and age.
 - Address of the program.
 - Physical description of the child.
 - Description of child's clothing.
 - Medical condition of the child, if applicable.
 - Time and location the child was last seen.
 - Person with whom child was last seen.
- Have child's information, including a photo, available for police when they arrive.
- Parent(s)/guardian(s) will be notified by police

Help prevent a kidnapping:

- Do not release the child to anyone other than the designated parent, guardian, or emergency contact (with photo I.D.).
- Encourage parents inform you of any custody disputes, which may put the child at risk for kidnapping.
- Call 911 if adults or children express concern about a person at or near the facility.



Eugene Relief Nursery Emergency Action Plan

Medical Emergencies



MEDICAL EMERGENCY

If there is a Medical Emergency, notify the Emergency Coordinator and 911.

Provide the following information:

1. Your name
 2. Your location (Example: Address, room #, playground, parking lot)
 3. The telephone number where you can be reached
 4. The nature of the emergency
 5. The name and age of the injured party
- Do not move the victim unless absolutely necessary.
 - Provide CPR/First Aid until professional medical help arrives. (All staff are trained in CPR and First Aid).

CHILD INJURY or ACCIDENT

If there is an injury to a child, take these steps to reassure the child and evaluate the nature of the injury.

- Check the injury before allowing the child to stand or walk.
- Ask the child, "What hurts?"
- Ask the child, "Can you show me?"
- If needed, ask another staff person to get the Emergency Backpack.
Do not leave child unattended.
- If the injury looks like it needs medical attention, call 911 and the Emergency Coordinator.
- Notify the parent and keep them updated on their child's condition.
- If First Aid is to be administered, use disposable gloves.
- Clean an open wound with warm water and disinfectant soap.
- Dry the wound and cover with clean bandage or gauze.
- Compress a bleeding wound with a clean compression bandage.
- Apply an ice pack to injuries when indicated.
- Do not move a child if there is a possible neck injury, broken bone, or head injury.
- If child is not breathing, administer CPR and have someone call 911.
- After the situation has been resolved, complete an injury report. Ask the parent sign the form, and make two copies. Give one copy to the parent and file one in the child file. The original should be given to the Emergency Coordinator.



Eugene Relief Nursery Emergency Action Plan

Medical Emergencies



CHILD ACUTE ILLNESS

If a child is experiencing the acute onset of an illness, take the following steps:

- Check for temperature:
- If the temperature is 99.6° or higher call the parent or emergency contact to pick the child up
- Until the child is picked up, isolate them from others
- Let the parent know that the child can return when fever-free for at least 48 hours
- Notify your supervisor if the illness may be contagious
- Take precautions, including sanitizing surfaces and laundering soft items such as stuffed animals

Signs of illness:

- | | | |
|------------------------|------------------|------------------------|
| ○ Glassy eyes | Sweating | Pink or flushed cheeks |
| ○ Lack of Appetite | Lack of Movement | Sore Throat |
| ○ Earache | Tender Abdomen | Stiff Neck |
| ○ Cough | Runny Nose | Sniffles |
| ○ Difficulty Breathing | Lack of Appetite | Tiredness |

CONTAGIOUS DISEASE AND PANDEMIC FLU

In the event of a contagious disease or a pandemic flu epidemic the Emergency Coordinator will monitor local and state Public Health information for information, recommendations, and instructions.

Preventative measures may include:

- Staying home if you have signs of illness
- Reminding parents of the child illness policy
- Washing hands well and often
- Disinfecting frequently touched surfaces and objects
- Using personal protective equipment (PPE) including a mask and / or gloves
- Keeping ill children away from well children while they are waiting to go home
- Closing classrooms as necessary due to staff illness, to maintain safe ratios
- Teaching children about good respiratory etiquette:
 - Use a tissue, or your elbow/sleeve, to catch a sneeze or cough
 - Throw used tissues into the hands-free trash bin
 - Wash your hands after using a tissue



Eugene Relief Nursery Emergency Action Plan

Fire Prevention Plan



When a Fire is discovered: Activate the nearest fire alarm, located at Main Exits.

Emergency Coordinator or Designated Official must:

- If necessary, disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of staff, children, and visitors.
- Perform an accurate count of staff, children, and visitors that reported to the designated area.
- Determine a rescue method to locate missing staff, children, and visitors.
- Provide the Fire Department personnel with the necessary information about the facility.

Springfield Alarm Zone Descriptions:

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area, in the parking lot.

Remain outside until the Emergency Coordinator or the designated official announces that it is safe to reenter the facility.

Area/Floor Monitors must:

- Ensure that all staff, children, and visitors have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Fight the Fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

No Relief Nursery employees are trained in the use of fire extinguishers.

Location of Emergency Notification Devices

1. Pull Station	Main Lobby
2. Pull Station	Northeast Exit
3. Pull Station	Exit Hallway 162
4. Pull Station	Northwest Exit
5. Pull Station	Classroom 122
6. Pull Station	Classroom 119
7. Pull Station	Kitchen Exit
8. Pull Station	Southwest Exit
9. Pull Station	Classroom 111
10. Pull Station	Classroom 107
11. Pull Station	Classroom 106
12. Pull Station	Classroom 101
13. Pull Station	Southeast Exit
14. Pull Station	Middle Hallway 112
15. Pull Station	Middle Hallway 123
16. Smoke Detector	Hallway 123
17. Smoke Detector	Reception 138
18. Smoke Detector	Electrical Room 144
19. Duct Detector	Storage Room 110
20. Duct Detector	Copy Room South 160



Eugene Relief Nursery Emergency Action Plan

Fire Prevention Plan



OBJECTIVE

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. It provides employees with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards.

BACKGROUND

The **Relief Nursery** is committed to minimizing the threat of fire to employees, children, visitors, and property. The **Relief Nursery** complies with all applicable laws. Regulations, codes, and good practices pertaining to fire prevention. The **Relief Nursery's** separate Emergency Action Plan spells out the procedures for responding to fires and other emergencies. This Fire Prevention Plan serves to reduce the risk of fires at the **Relief Nursery, located at 850 South 42nd Street, Springfield Oregon 97478** in the following ways:

1. Identifies materials that are potential fire hazards and their proper handling and storage procedures.
2. Distinguishes potential ignition sources and the proper control procedures of those materials.
3. Describes fire protection equipment and/or systems used to control fire hazards.
4. Identifies persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
5. Identifies persons responsible for the control an accumulation of flammable or combustible material.
6. Describes good housekeeping procedures necessary to insure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.
7. Provides training to employees with regard to fire hazards to which they may be exposed.



Eugene Relief Nursery Emergency Action Plan

Fire Prevention Plan Continued...



ASSIGNMENT OF RESPONSIBILITY

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires, and are responsible for adhering to company policy regarding fire emergencies.

A. Management

Management determines the Relief Nursery's fire prevention and protection policies. Management will provide adequate controls to provide a safe workplace, and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in the event of a fire emergency.

B. Plan Administrator

The Building Manager shall manage the Fire Prevention Plan for Relief Nursery, Inc. and shall maintain all records pertaining to the plan. The Plan Administrator shall also:

1. Develop and administer the Relief Nursery fire prevention training program.
2. Ensure that fire control equipment and systems are properly maintained.
3. Control fuel source hazards.
4. Conduct fire risk surveys and make recommendations. (See Appendix A)

C. Supervisors

Supervisors are responsible for ensuring that employees receive appropriate fire safety training, and for notifying the Building Manager when changes in operation increase the risk of fire. Supervisors are also responsible for enforcing the Relief Nursery's fire prevention and protection policies.

D. Employees

All employees shall:

1. Complete all required training upon initial employment.
2. Conduct operations safely to limit the risk of fire.
3. Report potential fire hazards to their supervisors.
4. Follow fire emergency procedures.



Eugene Relief Nursery Emergency Action Plan

Fire Prevention Plan Continued...



PLAN IMPLEMENTATION

A. Good Housekeeping

To limit the risk of fires, employees shall take the following precautions:

1. Minimize the storage of combustible materials.
2. Make sure that doors, hallways, and other exit routes are kept free of obstructions.
3. Use and store flammable materials in well ventilated areas away from ignition sources.
4. Keep equipment in good working order. (i.e., inspect electrical wiring and appliances regularly.
5. Report all gas leaks immediately. The Building Manager shall ensure that all gas leaks are repaired immediately upon notification.
6. Repair and clean up flammable liquid leaks immediately.
7. Keep work areas free of flammable debris.
8. Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
9. Turn off electrical equipment when not in use.

B. Maintenance

The Building Manager will ensure that equipment is maintained according to the manufacturers' specifications. The Relief Nursery will also comply with the requirements of the National Fire Protection Association (NFPA) codes for specific equipment. Only properly trained individuals shall perform maintenance work.

The following equipment is subject to the maintenance, inspection, and testing procedures:

1. Portable fire extinguishers, automatic sprinklers systems, and fixed extinguishing systems.
2. Detection systems for smoke, heat, or flame.
3. Fire Alarm Systems.
4. Emergency backup systems and the equipment they support.



Eugene Relief Nursery Emergency Action Plan

Fire Prevention Plan continued...



TYPES OF HAZARDS

The following sections address the major workplace fire hazards at the Relief Nursery's facilities and the procedures for controlling the hazards.

A. Electrical Fire Hazards

Electrical systems failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets.

To prevent electrical fires, employees shall:

1. Make sure that worn wires are replaced.
2. Use only appropriately rated fuses.
3. Never use extensions cords as substitute for wiring improvements.
4. Use only approved extension cords. [i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label].
5. Check wiring in hazardous locations where the risk of fire is especially high.
6. Check electrical equipment to ensure that it is either properly grounded or double insulated.

B. Portable Heaters

All portable heaters shall be approved by the Building Manager. Portable electrical heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. There shall be adequate clearance between the heater and any combustible furnishings or other materials, at all times.

C. Office Fire Hazards

Fire in offices have become more likely because of the increases use of electrical equipment, such as computers and fax machines. To prevent office fires, employees shall:

1. Avoid overloading circuits with office equipment.
2. Turn off nonessential electrical equipment at the end of each workday.
3. Keep storage areas clear of rubbish.
4. Ensure that extension cords are not placed under carpets.
5. Ensure that trash and paper set aside for recycling is not allowed to accumulate.

D. Smoking

Smoking is prohibited on Relief Nursery property.



Eugene Relief Nursery Emergency Action Plan

Fire Prevention Plan Continued...



TRAINING

Basic fire prevention training is given to all employees upon employment, and shall maintain documentation of the training, which includes:

1. This Fire Prevention Plan, including how it can be accessed.
2. Good housekeeping practices.
3. Proper responses and notification in the event of a fire.
4. Instruction on the use of portable fire extinguishers (as determined by company policy in the Emergency Action Plan.)
5. Recognition of potential fire hazards.

Supervisors shall train employees on the Fire Prevention Plan and will maintain documentation of the training. Employees will receive this training:

1. At their initial assignment.
2. When changes to the Plan necessitate.

PROGRAM REVIEW

The Building Manager shall review this Fire Prevention Plan at least annually for any necessary changes.



Eugene Relief Nursery Emergency Action Plan

Fire Prevention Plan Survey



TYPE OF FIRE HAZARD	LOCATION	EMERGENCY ACTIONS	REQUIRED PPE
Gas Range	Kitchen	Shut Off Gas	None
Gas Oven	Kitchen	Shut Off Gas	None

Completed By: _____

Date: _____



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