



EMERGENCY MANAGEMENT PLAN

Utility Failure

Power, Water or Sewage Outage

In the event of a campus-wide outage, children are sent home after an hour of outages. During summer infants are sent home immediately if air conditioning is affected. KUB is contacted at 865-524-2911 to report and confirm incidents. Flashlights and batteries are easily accessible throughout the building.

In case of a major, campus-wide power outage:

- Remain calm.
- If evacuation of a building is required, see the "EVACUATION" section.
- Do not use candles or other type of flame for lighting.
- Unplug all electrical equipment (including computers) and turn off light switches.

Gas Leak

Children are evacuated immediately. (See evacuation plans)

KUB is notified immediately.

If you smell the "rotten egg" smell of gas OR hear blowing or hissing noise:

- LEAVE the building immediately, spreading the word on the way out.
- DO NOT use any phone inside the building.
- DO NOT turn on or off any electric lights or appliances.
- DO NOT open or close the windows.
- DO NOT try to shut off the gas.
- DO NOT light candles or other type of flame for lighting.
- DO NOT re-enter the building until authorized to do so

An individual exposed to natural gas for a prolonged period of time might experience the following symptoms: dizziness, fatigue, nausea, headache, and irregular breathing. Exposure to extremely high levels of natural gas can cause loss of consciousness or even death.

- If the victim is unresponsive or lacks normal breathing, perform CPR.
- 911 is called immediately.

Data and Telephone Network Failure

If phone lines are down parent contact is made via email and social media. An emergency back up line is provided through Birch Communications. Cell phones are used for emergency contact. Phone and data failure is reported to Birch Communications 888-275-0777 and/or Comcast 1-800-266-2278.

- Main power shut off is located in the Surveillance room.
- Main water shut off is located in the mechanical room/ teacher closet.

Illness and Injury

Illness

Child is sent home if they vomit once, have diarrhea 3 times and/or have a fever 101. Parents will also be contacted if child exhibits visible signs of illness demanding medical attention. After parent is contacted, child is isolated in attempts to reduce spread of illness.

Injury

Child's parent is contacted if incident calls for medical attention. If immediate attention is required, 911 is called. Injury reports detailing the accident are filled out for child's file and parental records.

- Emergency numbers including poison control, 911, health department, DCS are located by the phone in all classrooms.
- Child emergency sheets are located in every classroom and in their office file.
- Staff is permitted to use cell phones for emergency contact.
- First aid is accessible throughout the building

Fire and Explosion

Fire alarms are sounded and sprinkler systems are activated in case of emergency. 911 is contacted and children are evacuated to the designated spot, eagle statue in front of the parking lot area. In rare cases where off campus evacuation is necessary. Teachers assure all children are accounted for and calmly direct them to the meeting area where they recount the children and maintain order. They are also responsible for bringing their emergency sheet folder with them. All staff and children stay in the designated area until an all clear signal is given by the command of charge.

- Fire evacuation plans are posted in all classrooms.
- Building maps that locate exits, fire extinguishers and smoke detectors are posted beside the door.
- Fire drills are practiced monthly.
- Fire safety checks are conducted annually.
- Fire safety training is conducted

Hazardous Materials Incidents

In case of hazardous material exposure such as a train derailling, truck overturning or other incidents that can release hazardous into the atmosphere children are safely contained indoors until authority direction is given. All outdoor air services are cut off by turning off the HVAC and blocking doorways/windows with a damp cloth.

- Please see the evacuation section for emergency transportation from premises.

Law Enforcement Emergencies

In case of riots, protests, crime or other incidents requiring a lock down, 911 is called and children are safely detained in their classroom. Classroom doors are locked from the inside, windows are locked, blinds closed, lights dimmed and children are placed in an area out of sight. Children and staff will remain in lock down position until directed otherwise by authorities.

If child abuse or domestic violence is suspected in the child's home, it is the legal duty of staff members to report concerns to the child abuse hotline/ DHS. Strange behaviors are documented. The hotline number is posted in every classroom by the telephone.

- Parent contact is established when necessary or once the situation is diffused.

Bomb Threat

When dealing with a bomb threat, calmly ask the caller where the bomb is located and record their wording exactly. Report the police immediately to 911. Children are calmly transported to the AGCC (please see the evacuation section). The children will remain in a safe area until the situation has been diffused and cleared by authorities. Parents will be notified by a command in charge and appointed individuals. Bomb threat handouts are located near the phone in case a threat is received.

Animal Encounters

When stray animals are spotted children are calmly directed inside immediately and animal control is contacted. Staff members will not try to capture the animal themselves. Children are kept indoors until confirmation that the animal has been removed. First aid is located throughout the building to treat bites or scratches that may occur. Parents will be contacted if injury occurs and Public health will be contacted if saliva is transferred from a bat or wild/rabid animal.

Earthquakes

In case of an earthquake, children are kept in their current location until it subsides. Earthquake drills are practiced biannually to ensure children and staff know to drop to the floor, seek cover and avoid objects such as trees, fences, electrical lines and/or power poles.

After the earthquake subsides, teachers take roll immediately, treat aftershock and assess the area for safety. If the staff can, they will make the area safe by cleaning up glass and correcting turned over materials. Utilities are turned off if necessary and electronics are avoided until clearance has been given.

If necessary, off campus evacuation will occur. (Please see evacuation section.)

Severe Weather

Weather conditions are closely monitored via online Doppler and WBIR warnings. An emergency weather radio and flashlights are kept on hand in case of power outages. Staff is calmly alerted if severe weather is expected to occur. Children are moved inside immediately and kept indoors until the storm subsides and clearance is provided by the chain of command. As a part of disaster training, children are taught to stay away from windows, get low to the ground, take cover and protect their heads when directed.

In addition to the steps listed above, staff will direct the children to a predesignated area (please see evacuation section) if a tornado warning occurs. Tornado plans are posted in all classrooms and severe weather drills are practiced monthly.

Floods and Flash Floods

Flood threats will be monitored via online Doppler and WBIR warnings. An emergency weather radio and flashlights are kept on hand in case of power outages. Staff is calmly alerted if severe weather is expected to occur. Bottles of clean drinking water is bought weekly and stored in the kitchen.

Our building is not in a flood plain but in the rare instance that evacuation deemed necessary, higher ground would be sought at the Lighthouse of Knoxville. Staff would not attempt to transport children or leave the premises at all during a flood.

Severe Heat Waves

Heat indexes will be monitored via online Doppler and WBIR. Children will not be allowed outside in a heat index above 95 degrees or wind chill below 32 degrees. In hot weather, children will be given extra water and shade from the sun. Over exposure to the sun will be closely monitored.

Reunited Children with Their Parents

Parents will be contacted as soon as it safely possible to arrange for pickup if needed. If for any reason a child must be escorted by ambulance parents will be contacted immediately to meet their child at the hospital. Reports will be made outlining the nature of the emergency, location of the child, procedures taken and medical treatment given.

Reopening the Childcare Center

After a disaster the owner or director will notify the licensing office of the center's status. Prior to reopening, the center will be inspected for structural damage. In addition, the owner will not reopen until all utilities are in working order and clearance has been given by the authorities.

Note: If childcare has no structural damage and no electricity; however, the water and sewage are working properly, the program may operate if lighting needs are met using batteries and/or generators.

(www.tn.gov)

Evacuation Practices

During emergency situations that require off sight evacuation, children will be transported via bus or vehicle by able bodied staff members. Teachers will make sure all children are accounted for and calmly directed to their designated vehicle. The Director and Assistant Director will be responsible for the safe transportation of children with special needs. Once arrived on site, classes will be escorted to their safe place. Once children are accounted for and settled, teachers will begin contacting parents via their classroom emergency sheets folder.

For emergencies that require short distance evacuation, the center will regroup at Arnstein Jewish Community Center, AJCC, located at 6800 Deane Hill Drive Knoxville, TN 37919.

For emergencies that require long distance evacuation, the center will regroup at Bearden United Methodist Church, located at 4407 Sutherland Avenue Knoxville, TN 37919.

Staff is regularly trained on evacuation guidelines. Evacuation practices and routes are posted in all classrooms.