



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

EMERGENCY PREPAREDNESS

Remain Calm

Evaluate The Situation

Take Action

A Quick Reference Guide For UL Staff at the Child Development Center

SUSPICIOUS PACKAGE / MAIL

The following procedures should be activated for any Suspicious Package/Mail if received at the UL CDC. **IF YOU RECEIVE OR DISCOVER A SUSPICIOUS PACKAGE, LETTER OR OBJECT**, at the UL CDC, immediately **Notify Center Director and University Police at 911 (Follow Campus Emergency Management)** and supply any known details. Prepare to evacuate if necessary.

UNDER ANY CIRCUMSTANCES DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT!

Characteristics of Suspicious Letters and Packages

- **Origin-Postmark doesn't match the city of the return address, name of sender is unusual or unknown, or no return address is given.**
- **Postage – Excessive or inadequate postage.**
- **Balance-The Letter is lopsided or an unusually thick weight – the letter or package seems heavy for its size.**
- **Protruding wires, strange odors or stains.**
- **An unusual amount of tape.**
- **Buzzing, ticking or a sloshing sound.**
- **Irregular shape, soft spots or bulges.**
- **Excessive weight for its size.**
- **Letter bombs may feel rigid or appear uneven or lopsided.**

SUSPICIOUS PACKAGE / MAIL

CIVIL DISTURBANCE, RIOT, GANG FIGHT

The following procedures should be activated for any Civil Disturbance: Riot, Gang Fight, etc at the UL CDC or University Campus. **IF A CIVIL DISTURBANCE, RIOT, OR GANG FIGHT** breaks out at the University, immediately **Notify Center Director and University Police at 911 (Follow Campus Emergency Management)** and supply any known details.

CIVIL DISTURBANCE, RIOT	GANG FIGHT
<ol style="list-style-type: none">1. <u>Notify Center Director and or Office Staff</u>2. Make sure children and staff leave the immediate area of disturbance.3. Staff and Children that are outside must return to their classrooms.4. Account for all children by checking attendance records and sign in sheets.5. Director and Administrative Staff will start lockdown procedures.6. Alert the classrooms and CDC staff to follow LOCKDOWN procedures:	<p>In the event of a gang fight, on the campus of the University. University Police and or officials will notify us of situation and guidelines to follow.</p> <p>All staff must prepare for LOCKDOWN procedures.</p>

CIVIL DISTURBANCE, RIOT, GANG FIGHT

VICIOUS OR VENOMOUS ANIMALS

The following procedures should be activated for any Vicious or Venomous Animal, at the UL CDC **IF A VICIOUS OR VENOMOUS ANIMAL is reported at the UL CDC**, immediately **Notify Center Director and University Police at 911 (Follow Campus Emergency Management)** and supply any known details. *If possible take a picture of the animal.*

In the case of a bite or other injury caused by a wandering or venomous animal, immediately **CALL 9-1-1** for dispatch of emergency medical assistance and report the incident to **Center Director and or School Nurse**. Untrained persons should not attempt to approach animals. Only trained animal technicians should handle animals. Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences.

Wandering Animal	Vicious or Venomous Animal
<p>Any animal that is wandering loose on campus should be reported immediately to Center Director and University Police. If an animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away. If you are unable to isolate the animal, clear the area and wait for Animal Control Services to handle the situation. Move all children and staff to a safe location. Evacuate if necessary.</p>	<p>Bob Cat, Black Widow, Brown Recluse Spider, Rabid Wild Dogs, Rattle Snake, or Others.</p> <p>Be prepared to give your name, location, and type of animal involved. Try to remove the affected person and yourself from danger. Go indoors and take roll. Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.</p>

VICIOUS OR VENOMOUS ANIMALS

GUN ON CAMPUS

The following procedures should be activated for a Gun On Campus, at the UL CDC.

IF A GUN IS ON CAMPUS, immediately Call **University Police at 911 and Notify Center Director** (Follow Campus Emergency Management) and supply any known details. **Follow guidelines as shown to us by the University on the video “Shots Fired”**

If a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm FOLLOW LOCKDOWN PROCEDURES:

- Lock and barricade yourself and children in (and the intruder out of) the room or assigned area you are assigned, at the time of the threatening activity. Stay away from windows and lie flat on the floor. Stay calm and quiet. **ACCOUNT FOR ALL CHILDREN**
 - Place yourself and children in closets till the all clear is given. **Do not exit the area till Police or Center Director instructs you to.**
 - **DO NOT** stay in the open hall and **DO NOT** sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
 - **If you are caught in an open area** such as a hallway or multi-purpose room type area, you must decide what action to take. Here are **some action suggestions**.
 - **Try to hide**, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
 - **Run *only if you think you can safely make it out of the building***. If you decide to run, **DO NOT** run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, **don't run in a straight line**. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
 - If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, **you may choose to play dead if other victims are around you.**
 - The **last option** you have if caught in an open area or in a corridor, may be to **fight back**. This is dangerous, but depending on your situation, this could be your last option.
 - **If you are caught** by the intruder and are not going to fight back, **follow their directions and don't look the intruder in the eyes.**
- Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

GUN ON CAMPUS

GUN ON CAMPUS

Please remember no guns are allowed at University Property including your vehicle.

This policy is not only part of the State of Louisiana Licensing Guidelines, but it is in accordance with the state law for schools.

GUN ON CAMPUS

HAZARDOUS MATERIALS

The following procedures should be activated for any Hazardous Materials found or suspected, at the UL CDC. **IF ANY HAZARDOUS MATERIALS ARE FOUND OR SUSPECTED**, immediately **Notify Center Director and University Police at 911 (Follow Campus Emergency Management)** and supply any known details. An uncontrolled spill or release of any hazardous material is defined as any amount that is greater than what you are normally equipped to deal with.

SPILL	AIRBORNE RELEASE
<ol style="list-style-type: none"> 1. Get out of the area. Move upwind and uphill of the spill. Assess persons in and around the affected area for any sign of exposure. 2. University Police and Emergency Personnel will determine the appropriate action to seal the room or area. 3. If a building emergency exists, activate the fire alarm. Evacuate the building to the nearest available exit. 4. Move to evacuation assembly areas. Take roll and confirm attendance, follow directions of emergency responders. Prepare to evacuate the children. 5. Assign staff member must take Classroom Evacuation Pack. 6. DO NOT return to an evacuated area unless authorized by Center Director and University Police. 7. Prepare for Shelter in Place if needed. 	<ol style="list-style-type: none"> 1. Activate Shelter-In-Place Procedure. 2. Close all doors to the outside and lock all windows. You may need to place wet towels along cracks. 3. Turn off fume hoods, range hoods, air handlers, and all air conditioners and switch inlets to the "closed" position. 4. Seal off all vents, grills, or other openings to the outside to the extent possible. 5. If the gases bother you, hold a wet cloth or handkerchief over your nose and mouth. 6. DO NOT evacuate the building unless told to do so Center Director and University Police and or Officials. 7. Center Director and University Police will advise the campus or site of an "ALL CLEAR" condition when the danger has been resolved and removed from the vicinity and exiting the building is safe.

HAZARDOUS MATERIALS

EXPLOSION/FALLEN AIRCRAFT

IF AN EXPLOSION or FALLEN AIRCRAFT OCCURS, immediately **CALL 9-1-1**. The following procedures should be activated for an explosion, or threat of explosion, at the UL CDC such as those caused by chemicals, leaking gas, faulty boilers, falling aircraft or other.

IF AN EXPLOSION OF ANY TYPE OCCURS, Call 9-1-1 and then Notify Center Director and University Police at 911 (Follow Campus Emergency Management) and supply any known details.

IF YOU ARE INSIDE A BUILDING

1. Give **DROP** command. Seek cover under a desk, table or other heavy furniture to help provide protection from flying glass and debris. Move to closets and bathrooms and close all doors.
2. Sound building fire alarm. Immediately Notify Center Director and University Police at 911
3. Be aware of possible further explosions. Watch for falling objects.
4. Follow directions by Center Director and University Police. Remain inside the building until you receive instructions from your Campus Officials that it is safe to exit.
5. If necessary, prepare to **Shelter in Place**.
6. If an evacuation is in order, leave the building immediately and move to assign **Evacuation Meeting Zones**. **DO NOT** move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.). Administer first aid and assess all children for possible injuries.
7. If caught in smoke drop to hands and knees and crawl to exit. Hold breath as much as possible. Breathe shallowly through nose and use dry clothing (shirt, jacket, other) as filter.
8. Proceed to your **evacuation meeting zones** or other safe area. **Take roll and confirm attendance. Administer first aid if necessary.**
9. Follow the Evacuation Policy and Procedures

EXPLOSION/FALLEN AIRCRAFT

UTILITY FAILURE/FLOOD

The following procedures should be activated for a Utility Failure/Flood, at the UL CDC, such as those caused by Gas Leaks, Ventilation, Elevator Failure, Plumbing/Flooding, and Electrical Failure or other. **IF A UTILITY FAILURE/FLOOD OF ANY TYPE OCCURS**, immediately **Call Center Director and University Police if deemed necessary.** (Follow Campus Emergency Management) and supply any known details.

CHILDREN AND STAFF SAFETY

1. If you smell gas or burning odors, evacuate the area immediately and take roll.
2. If children are in danger by rising water caused by faulty plumbing, water main break, or severe weather, immediately move the students to a dry area or higher ground and take roll.
Remain calm and follow directions by **Center Director and University Police.** They will contact the Safety Director at Facilities Management for information regarding the scope and expected length of the utility failure.
3. If required, **Center Director** will coordinate the early release of children to parents following proper release procedures.
4. Do not re-enter area/building unless you are told it is safe.
5. **Prepare for Evacuation if deem necessary by Center Director or University Officials** following the Policy and Procedures for Evacuations.

UTILITY PROBLEMS

Call University Facility Management at 482-6440 IMMEDIATELY

Gas Leaks	Evacuate the center calling Facility Management once outside. Follow Evacuation Policy and Procedures.
Ventilation	If smoke or strong burning odors occur, evacuate immediately. Calling 911 for University Police and Fire.
Plumbing/Flooding	If personal safety allows, shut off electrical equipment and evacuate area. Follow Evacuation Policy and Procedures. Prepare for Parent Pickup
Electrical Failure	If personal safety allows, shut off electrical equipment and follow directions by <u>Center Director and Facility Management</u>

UTILITY FAILURE/FLOOD

UTILITY FAILURE/FLOOD

FLOODING AND UTILITY DISRUPTION

1. **NOTIFY Center Director and Facility Management** will direct the immediate shut off of electrical equipment located in or around the area being flooded if the flood is due to the physical part of the building.
2. Follow the guidelines listed above for child and staff safety.

If a flood warning or watch has been issued by the National Weather Service:

- a. Follow the directions given by the warning. Staff will be notified directly by the Emergency Notification System.
- b. Prepare classroom and children for the possibility of Evacuation to a different facility following our evacuation policies. If time permits contact parents for immediate pickup.

UTILITY DISRUPTION

1. Center Director will contact the Physical Plant.
2. Upon review by the Physical Plant and Safety Coordinator children will then be either evacuated or parents will be called for immediate pickup.
3. Staff should prepare for pickup or evacuation to another location as described in previous page under **Children and Staff Safety**.

UTILITY FAILURE/FLOOD

BOMB THREAT

IF A BOMB THREAT OF ANY TYPE OCCURS, immediately Notify Center Director and University Police at 911 (Follow Campus Emergency Management) and supply any known details.

Follow these steps:

- Listen carefully and get information and **DO NOT** interrupt the caller.
- Complete checklist and report bomb threat to **Center Director and University Police**
- **Prepare the children for evacuation following the Evacuation Guidelines.**

BOMB THREAT CHECKLIST

DO NOT Interrupt The Caller Except To Ask The Following Questions:

When will it go off?

Where is it placed?

What does it look like?

Sex	Background Noises	Characteristics of Voice?
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Don't Know	<input type="checkbox"/> Airplanes <input type="checkbox"/> Animals <input type="checkbox"/> Boats <input type="checkbox"/> Factory Machines <input type="checkbox"/> Music <input type="checkbox"/> Office Machines <input type="checkbox"/> Quiet <input type="checkbox"/> Street Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Voices <input type="checkbox"/> Other _____ <input type="checkbox"/> Is Caller Familiar with Building?	
Age		Voice Accent?
<input type="checkbox"/> Under 21 <input type="checkbox"/> 21-40 <input type="checkbox"/> Over 40 <input type="checkbox"/> Don't Know		
Manner		Use of Certain Words or Phrases?
<input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Angry <input type="checkbox"/> Nervous <input type="checkbox"/> Other _____		

Printed Name of Person Taking Call:

Location:

Telephone Number:

BOMB THREAT

MEDICAL EMERGENCY/FIRST AID

The following procedures should be activated for any Medical Emergency or First Aid, at the Child Development Center. **IF A MEDICAL EMERGENCY EXISTS, IMMEDIATELY CALL 9-1-1**. If first aid is required take the child to the campus office where the school nurse or designee will administer first aid, as required. **IMPLEMENT THE MEDICAL EMERGENCY POLICY**

TREATING A CHILD – LIFE THREATING

1. Stay calm and **DO NOT** move the child unless there is danger of further injury.
 - Give your name, telephone number, campus, room number and location of child.
 - Describe the nature and severity of the medical emergency.
2. Ask someone to dispatch a first aid/CPR-trained employee to the child. **Implement the medical emergency plan. Follow guidelines taught in CPR/1st Aid.**
3. **DO NOT** give the child anything to eat or drink.
4. When an ambulance arrives, request information as to which hospital the student will be taken to notify the parents.
5. Give the ambulance driver the child's emergency numbers and parent/guardian name(s).
6. If possible, assign a staff member to accompany a student to the hospital.
7. Work with office staff to complete the required accident report and notify licensing.

TREATING A CHILD – NOT LIFE THREATING

1. In case of a minor injury or illness, take the child to the campus office where the school Nurse or Designee will administer first aid, as required.
2. Work with staff to complete Accident and or Injury form, which can be obtained at the campus main office, and return to **Center Director**.

TREATING A STAFF, EMPLOYEE OR FAMILY – LIFE THREATING

1. Follow steps 1 through 7 above.
2. If employee is conscious and oriented, the individual has the right to determine his/her own health care needs and the response to those needs. Under such circumstances, Center staff should refrain from recommending specific health care vendors.
3. Complete the required University Accident Report and submit to Human Resources

TREATING A STAFF, EMPLOYEE OR FAMILY – NOT LIFE THREATING

1. Report to the campus office where the school Nurse or Designee will administer first aid, as required, or get minor first aid supplies from your campus first aid box.
2. Complete the required University Accident Report and submit to Human Resources

MEDICAL EMERGENCY/FIRST AID

INTRUDER/ASSAULT/HOSTAGE

The following procedures should be activated for an Intruder or Assault or Hostage situation that may occur at the UL CDC. **IF A LOCKDOWN IS REQUIRED**, immediately **Notify Center Director and University Police at 911 (Follow Campus Emergency Management)** and supply any known details.

USE YOUR HEAD FIRST

The factor which often enables the attacker to target a particular victim is OPPORTUNITY. Through awareness and the proactive of simple crime prevention measures, you can greatly reduce these opportunities. Always be aware of your surroundings. Look and listen for potential danger. Avoid the most obviously dangerous situations, like isolated, poorly lit areas. NEVER accept a ride from a stranger. If you sense trouble, trust your instincts and GET AWAY from the threatening situation. No matter where you go or what you do, have a plan as to what you would do in case you encounter trouble..."What would I do if...?" Consider precautions before they're needed can help eliminate confusion during a panic situation.

IF THREATENED OR ASSAULTED BY AN ARMED OR UN-ARMED PERSON ON CAMPUS

- **Immediately Scream "Help Me"** and Resist Restraint by your attacker – Your voice is one of your best weapons and may attract attention and fighting back may cause the attacker to give up and flee. If possible, never agree to be a willing victim.
- If being physically attacked and/or being held against your will, use your best judgment to talk your way out of the situation or fight back when you have the most physical advantage for your release. Save your energy for your best attack. Be smart and hit your attacker in vulnerable points such as: under nose, under chin, windpipe, solar plexus, groin, knee, and instep to name a few. Again, Save your physical power and high energy for a smart fight with your attacker for your release. Never give up. If you decide to fight and try to get out of your attacker's physical control, when you succeed, run fast and hard for help.
- Upon your physical release run for your life, while screaming for help. **CALL UNIVERSITY POLICE AT 9-1-1** or Center Director for help. The **Center Director or University Officials may initiate LOCKDOWN PROCEDURES.**

INTRUDER/ASSAULT/HOSTAGE

INTRUDER/ASSAULT/HOSTAGE

HOSTAGE SITUATION

Immediately Scream, “Help Me” and Resist Restraint by your attacker – Your voice is one of your best weapons and may attract attention and fighting back may cause the attacker to give up and flee. If possible, never agree to be a willing victim. If you or a student or both have been placed under the control of your attacker and have become a hostage, **STAY CALM** at all times and cooperate completely with the hostage taker. Let Officials handle all negotiations.

REMEMBER:

1. Never release a child unless that person is approved by parents and listed on the master card. All persons must have an approved picture id. Children are never released to minors.
2. If an intruder enters the building a **“CODE BLUE”** will be called out over the intercom system.
3. At that time you must institute the **“LOCKDOWN PROCEDURES”**
4. Take attendance and sign in sheets, emergency preparedness classroom bags and immediately go to you designated area. **Take roll and account for all children in your care.**
5. **LOCK THOSE DOORS AND DO NOT OPEN UNLESS ADVISED BY UL CDC ADMINISTRATION OR CAMPUS POLICE.** Always require id to be passed under the door if uncertain.
6. You may use cell phones to text UL CDC Staff and Administration if questions arise. Emergency Preparedness classroom bags will have a list of staff and emergency numbers.

INTRUDER/ASSAULT/HOSTAGE

LOCKDOWN PROCEDURE

The following procedures will be activated for a Campus Lockdown, at the UL CDC. This procedure is implemented to ensure the safety of children and staff from intruders or incidents in the community. **IF A LOCKDOWN IS REQUIRED**, immediately **Notify Center Director and University Police at 911 (Follow Campus Emergency Management)** and supply any known details.

DURING A LOCKDOWN IF YOU ARE OUTSIDE A BUILDING

Quickly move children and staff to their assigned safe zones and continue to follow lockdown procedures outlined below.

DURING A LOCKDOWN IF YOU ARE INSIDE A BUILDING

1. Lock doors.
2. Keep children and personnel away from windows and doors. Place on children and staff in safe rooms assigned in each classroom. **Safe zones are noted in the attached floor plan as the Tornado Safe Areas (TSA)**
3. Maintain a calm environment. **Take roll and Account for all children in your care.**
4. If gunshot or explosion is heard, get everyone on the floor.
5. Contact the **Center Director or University Police** only if you have an additional emergency situation. Use cell phones – do not leave safe zones.
6. Remain in classrooms and containment (Safe Zones) areas until notified.
7. No person is to enter or exit the locked room.
8. Wait for “ALL CLEAR” instructions from your to **Center Director or University Officials**
9. Changes in lockdown conditions will be given over the intercom or by cell phones.

HIGH PRIORITY LOCKDOWN CONDITION

- Your **Office Staff** will notify building occupants that this is not a drill and the campus is under a **High Priority Lockdown** condition.
- ***Minimal Movement within Safe Room.***
- Secure office staff away from windows. Move phone into secure zone.
- Set up communications link from each classroom and the office staff using cell phones. Minimize speaking on them unless an emergency arises.

LOW PRIORITY LOCKDOWN CONDITION

- Your **Office Staff** will notify building occupants that this is not a drill and the campus is under a Low Priority Lockdown condition.
- ***Movement is allowed within the Classrooms.***
- Staff to keep all doors lock.
- Maintain Safe Room containment.
- Bathroom needs can be attended to under supervision.

LOCKDOWN PROCEDURE

LOCKDOWN PROCEDURE

CENTER DIRECTOR WILL

- Move the telephone into a secure location and *keep the telephone lines open for communication.*
- Work with Emergency Responders to prevent children and parents from re-entering or leaving campus.
- Will keep in communication with local police department.

ALL CLEAR, LOCKDOWN OVER

The **Center Director or University Officials** will advise the campus or site over the intercom of an "ALL CLEAR" condition when the danger has been resolved and removed from the vicinity and exiting the locked room or building is safe.

REMEMBER:

1. It is vital to always know how many children are in your care at all times. During an emergency accounting for children will be your most important responsibility.
2. Always have your attendance roster and sign in sheets with you. These are your tools to account for how many children in your care.
3. Remember to keep calm, this will relay to the children that everything is ok.
4. Have the tools necessary to assist you. Emergency Preparedness Classroom Packs are those vital tools.
5. Your cell phone will also give you a line of communication, but keep those phones on VIBRATE.

LOCKDOWN PROCEDURE

SHELTER-IN-PLACE

The following procedures should be activated for Shelter-In-Place, at the UL CDC. **IF A SHELTER-IN-PLACE IS REQUIRED**, immediately **notify Center Director and University Police at 911 (Follow Campus Emergency Management)** and supply any known details.

Shelter-in-Place simply means seeking immediate shelter inside a building. This action may be taken during a release of toxic chemical, biological or radioactive materials to the outside air or other emergency. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection. Although rarely called for, Shelter-in-Place events usually last only a few hours. The UL CDC has food, water, juice and snacks that can be used for emergency kits to be used during Shelter-In- Place event.

IMMEDIATE SHELTER-IN-PLACE	DELAYED SHELTER-IN-PLACE
<p>When the release is nearby and the need to seek shelter is immediate do the following:</p> <ul style="list-style-type: none"> Stay inside a building. If outside, enter nearest building. Remain in place until <u>Center Director or University Officials</u> provides an "ALL CLEAR" it is safe to leave. 	<p>When a release occurs off campus and there is time (30 minutes or more), move people to large, enclosed areas and do the following:</p> <ul style="list-style-type: none"> Take emergency packs and children records. Account for all children. Prepare for parent pickup Remain in place until advised by <u>Center Director or University Officials</u> that it is safe to leave.
ADDITIONAL PROCEDURES	
<ol style="list-style-type: none"> 1. Shelter-In-Place in an interior room without windows or with the least number of windows. 2. Shut and lock all windows. Shut exterior and interior doors. Limit use of telephones to emergency calls only. Have cell phones available. Account for all children. 3. Reduce all operations to a safe condition as quickly as possible by turning off gas and containing potentially dangerous chemicals. Follow instructions of University Facility Management. 4. Our building ventilation systems are remotely controlled by Facilities Management at 482-6440. If necessary, use wet towels to seal doors and windows of leaks and contact Facilities Management to turn off all AC systems. 5. Follow instructions of <u>Notify Center Director and University Police at 911.</u> 6. Make yourself comfortable. Look after each other. 	
ALL CLEAR	
<ol style="list-style-type: none"> 1. <u>Center Director and University Police or Officials</u> will advise the campus of an "all clear condition". 2. Open doors and windows and return ventilation systems to normal operations. 3. Go outside until building has been vented. 	
INFORMATION SOURCES	
<p><u>Center Director</u> will receive status and updates and emergency directives via campus telephone, intercom system, or e-mail via Emergency Notification by cell phone or the Director or designee in case of emergency.</p>	

SHELTER-IN-PLACE

SEVERE WEATHER

Each Building at the University is equipped with an Emergency Notification Radio. This radio will inform us of any all emergencies on this campus and pending Severe Weather Reports.

Once the system notifies us based on what the emergency is, we will start our emergency procedures based on those emergencies.

For Severe Weather:

1. Move children indoors if outdoors.
2. Keep them away from windows
3. Move them to the **Tornado Safe Zones** located within the UL CDC.
4. **Account for all children in your care.**
5. **Make sure Emergency Preparedness Classroom Bags are in your possession.**
5. Stay in these areas till University Officials or the UL CDC Administrative Staff comes to get you.
6. Upon release from your safe zones, monitor the area for debris and prepare to evacuate if necessary.
7. Treat any injuries, account for all children once you reach the evacuation area and prepare for parent pickup or evacuation to alternate site.

SEVERE WEATHER

TORNADO

The following procedures should be activated for a Tornado at the UL CDC.

IF A TORNADO OCCURS, immediately **Notify Center Director and University Police at 911 (Follow Campus Emergency Management)** and supply any known details.

DURING A TORNADO IF YOU ARE INSIDE

MOVE TO THE ASSIGNED SECURE/SAFE AREA WITHIN EACH CLASSROOM (noted on floor plans)	<ul style="list-style-type: none">• Take Roll and confirm attendance of all children.• Comfort and assess all children for injuries• Stay in place till the all clear given by Center Director or University Officials	<ul style="list-style-type: none">• Upon receiving the “all clear” exit safe areas carefully• Monitor debris and move children to the evacuation assembly area• Take all necessary evacuation supplies and evacuation pack• Prepare for evacuation if necessary to safer area for parent pickup
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IF YOU ARE OUTSIDE DURING AN TORNADO

Move all children and staff to their assigned secure locations within the classrooms. Tornado Safe Zones (TSA) can be found on the attached floor plans of Exit Routes.	If power fails, lights will go off and emergency lighting will be activate. Be patient. Access damages and moves children to safe zones.
Take roll and confirm attendance of all children. Comfort and assess all children for injuries. Stay in place till Center Director gives the all clear.	Wait for the all clear by Center Director or University Personnel.

TORNADO DRILL PROCEDURES

1. Practicing for a Tornado Drill is the same as being prepared for a real incident. We practice to assure that we follow all policy and procedures and change them if deemed necessary. Notifying if changes need to be made and discussion possible solutions are necessary in keeping everyone informed and safe.

When a tornado warning is issued in your area, the following procedures should be followed:

- Move away from windows and glass doorways.
- Go to the assigned **Tornado Safe Areas (TSA)** as noted on the attached floor plans. **Make sure that you have your sign in sheets and attendance records. Account for all children.**
- Assist children with special needs and comfort those that are scared and unsure. Assess all children for injuries and administer first aid as needed.
- Move away from materials and furniture that may fall on you and the children.
- Talk with children and offer reassurance.

TORNADO

TORNADO

- f. After tornado is over, Center Director or Office Staff will come and assess damages to room and make recommendation on Evacuation. Prepare for the possibility of evacuation and follow policies and procedures for implementation.
- g. Evaluate children for injuries and treat as needed.
- h. **Account for all children**
- i. Prepare for facility damage and evacuation to safe zones for evacuation or parent pickup.
- j. Take caution in evacuating children from building.
- k. Take Emergency Preparedness Classroom Bags.
- l. Once you arrive at Evacuation safe zone make sure you **Account for all children.**
- m. Wait for instructions from UL CDC Administration or University Police.

TORNADO

FIRE

IF A FIRE ERRUPTS, immediately **CALL 9-1-1**. Any time there is a fire on campus, of ANY size, the Fire Department must be called. The following procedures should be activated for a Fire UL CDC. **Call 9-1-1 and then call the CENTER DIRECTOR AND UNIVERSITY POLICE (Follow Campus Emergency Management)** and supply any known details.

TREAT ALL ALARMS LIKE A REAL EMERGENCY. DO NOT ASSUME IT'S A FALSE ALARM. THE ALARM MAY NOT SOUND CONTINUOUSLY. IF THE ALARM STOPS, CONTINUE TO EVACUATE.

WHEN FIRE OR SMOKE IS DISCOVERED IMMEDIATELY

R	A	C	E
Rescue/Remove Persons in Immediate Danger EVACUATE !!	Activate Alarm and CALL 9-1-1	Confine/Contain the Fire. Close Door After Exiting Area.	**Extinguish with Portable Fire Extinguisher if possible, or Evacuate

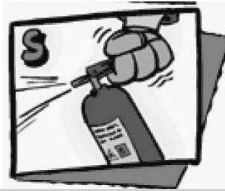
1. Walk, **DO NOT RUN**, to the assigned assembly area. **Prepare for evacuation. Follow Evacuation Policy and Procedures and meet at the Evacuation Meeting Zones noted on the attached Floor Plan Exit Routes.** Take Roll and Confirm Attendance.
2. Assigned staff member must take **Evacuation Classroom Bag**.
3. Feel doors bottom to top for heat using the back of your hand. **IF HOT DO NOT OPEN DOOR**. If not hot, open the door slowly standing behind and to one side. Be prepared to close quickly if fire is present.
4. Proceed to Evacuation Meeting Zones and take roll. Refer to "Campus Emergency Team and Exit Routes" section of this flip chart.
5. **Account for all children in your care**
6. Administer First Aid if necessary. Report to the Director any injuries.
7. Follow directions of **Center Director and University Officials**.
8. Prepare to evacuate children to another location for parent pickup.
9. Follow guidelines on parent notification and re-unification with parents.

FIRE

FIRE

WHEN A FIRE ALARM IS ACTIVATED

P	A	S	S
Pull Pin from handle	Aim at base of fire	Squeeze handle completely	Sweep from side to side



** Additional Fire Extinguisher notes:	If caught in smoke:
After extinguishing a fire, back away. Watch for re-ignition. Use fire extinguishers on small fires only – trash cans or smaller. Do not attempt to put out the fire unless you have received training in the proper use and limitations of fire extinguishers. Use the appropriate extinguisher for the type of fire.	Drop to hands and knees and crawl to exit. Hold breath as much as possible. Breathe shallowly through nose and use dry clothing (shirt, jacket, other) as filter.
If trapped in a room:	If forced to advance through flames:
Place cloth material around or under door to prevent smoke from entering. Retreat and close as many doors as possible between you and the fire. Be prepared to signal from window but do not break glass unless absolutely necessary.	Hold your breath. Move quickly. Cover head and hair. Keep head down and eyes closed as much as possible.

Place cloth material around or under door to prevent smoke from entering. Retreat and close as many doors as possible between you and the fire. Be prepared to signal from window but do not break glass unless absolutely necessary.

Hold your breath. Move quickly. Cover head and hair. Keep head down and eyes closed as much as possible.

FIRE

ACCOUNTING FOR CHILDREN & STAFF

I. Accounting for Children

It is the responsibility of each staff member at the UL CDC to use the resources provided to maintain accountability. Being aware of how many children are dropped off and picked up at any given time is an essential part of maintaining this accountability.

- a. Review sign-in sheets and complete hourly staff/child ratios as required by UL CDC Policy.
- b. Upon leaving the classroom for any evacuation, fire & tornado drill, sheltering in place always have the sign in sheets and attendance roster within your possession.
- c. Upon arrival at the Evacuation Meeting Zones; each staff will ensure that all children are present by review of the sign in and attendance rosters.
- d. This should be conducted every 15 minutes while at the Evacuation Meeting Zones to ensure continuing accountability of the children and their safety.

II. Account for Staff

It is the responsibility of the Administrative staff to visual account for all staff and children in their care.

- a. Administrative staff should visually check all classrooms and service areas throughout the building assuring all staff and children have evacuated.
- b. Administrative staff should visually check and record all names of staff and number of children in their care at the Evacuation Meeting Zones.
- c. Administrative staff should repeat this procedure every 30 minutes to continue accountability and ensure their safety.

ACCOUNTING FOR CHILDREN & STAFF

HANDLING TODDLERS & TWO YEAR OLDS

The UL CDC is licensed to serve children from 12 months old till 6 year old.

1. Most of our toddlers and two year olds are walkers. In the event of an evacuation and children are unable to walk or the environment is unsafe to walk. Wagons will be used to assist in the transportation of these children safely to the Evacuation Meeting Zones.
2. Teachers will assure all safety procedures are compiled with as noted in the attached policy and guidelines.
3. Emergency Evacuation Bags will be transported with the children.
4. Necessary supplies will be needed for this specific age group.

HANDLING TODDLERS & TWO YEAR OLDS

HANDLING CHILDREN WITH SPECIAL NEEDS

When a child with special needs register with our program, information on the child's needs plus information on how to meet these needs are required by the UL CDC, and completed by the child's physician and or therapist.

I. CHILDREN WITH MEDICAL NEEDS

1. Children with medical needs, such as food allergies, asthma or diabetes are given Emergency Treatment Plan for their attending physician to complete. These sheets are updated each semester to ensure the most recent information on had.
2. The staffs responsible for these children are trained in the care of these children and on specific treatments such as use of EPI PEN.
3. The school nurse is responsible for maintaining these records. These records are kept in the child's master card and in the classroom emergency evacuation kit.
4. The administrative staff is responsible for taking all Emergency Medications during an evacuation event.

II. CHILDREN WITH DEVELOPMENTAL NEEDS

1. Children with developmental needs are required to have specific paperwork on their condition by either the child's physician, therapist and parent.
2. An IEP (individual education plan) are required on all children with specific developmental needs. Meetings with staff, parents and administrative staff are done each semester to ensure we are meeting the goals and needs of the IEP.
3. During an emergency support staff at the UL CDC, such as kitchen staff, student workers and substitutes will report to these classes to assist staff with the care of those children.
4. These staff will stay with the child until the teaching staff can care for them safely without the help of these staff.

HANDLING CHILDREN WITH SPECIAL NEEDS

CONTACTING PARENTS & THIRD PARTY

EVACUATIONS LOCATIONS

In the event that the UL CDC will have to be evacuated, the center will evacuate to the following locations based on the cause of the evacuation.

1. Bourgeois Hall at 225 Cajundome Blvd. Contact: Wayne Harper 482-6157
This location will be for fire evacuation and building issues.
2. Lafayette Parish Library – Southside Location. 6101 Johnston St. Contact Terry Roy – Manager or Jackie Lopez – assistance at 981-1028.

See attached sheets for map locations.

CONTACTING PARENTS & THIRD PARTY

In each evacuation bags will be each child master cards with parent and emergency contact information and phone numbers.

Contacting the parents will be done in the following ways:

1. Notification of all student parents and staff by the UL Emergency Notification System
2. Use of local media
3. Contact each parent and/or emergency contact from master card.

Administrative staff, university officials, and support staff will assist in contacting parents.

EVACUATIONS LOCATIONS

CONTACTING PARENTS & THIRD PARTY

REUNIFICATION POLICY

It is the responsibility of the UL CDC to reunite children with their parents after an evacuation has been implemented.

During an emergency it is critical to keep children and staff safe and reunite them with parents as quickly as possible.

The following are our guidelines in implementing this policy:

1. Children's teachers will remain with the children until each of them are reunited with parents or emergency contact individuals.
2. We will only release children to individuals the parents have designated as approved to take the child from the program.
3. These individuals must produce photo identification before releasing a child to them.
4. Parents are informed regarding the evacuation by:
 - a. University emergency notification system
 - b. Local media
 - c. Individual phone calls by Center and University Officials.
5. In the event that parents can not be contacted children will be turned over to the University Police.

It is our goal when possible to notify parents before an event happens, such as a pending hurricane, and reunite parents and children at that time.

REUNIFICATION POLICY

INFORMING PARENTS ABOUT THE PLAN

Upon enrollment all parents will be instructed to review our Emergency Preparedness Plan that will be located on our website where it can be downloaded and printed easily. If a parent is unable to print it, a request can be made to the office and one will be made available to them.

Upon reading the document they must sign off stating that they have read the policy and understand what procedures that are in place.

At the start of each Fall Semester, a reminder via MOODLE and by Newsletter will be sent out to parents asking them to review the policy and ask any questions regarding the policies and procedures.

INFORMING PARENTS ABOUT THE PLAN

CAMPUS EMERGENCY MANAGEMENT (1)

THE FOLLOWING GUIDELINES ARE TO BE USED IN THE EVENT THE CENTER HAS BEEN ACTIVATED FOR ANY TYPE OF EMERGENCY:

DIALING 911 WILL IMMEDIATELY CONTACT UNIVERSITY POLICE TO REPORT THE EMERGENCY SITUATION:

Upon dialing 911 at any University Building will activate emergency services and University Police.

Activate the campus emergency system by following the recommended emergency guidelines outlined within this flipchart. When reporting the emergency to the University Police you should be prepared to supply the following minimal amount of information:

- Your name.
- Nature of incident.
- Location of incident. (all phones in center has emergency information posted nearby)
- Severity of injuries or property damage.
- Telephone number (as a call back) if additional information is required.

CAMPUS MAIN OFFICE WILL TAKE THE FOLLOWING ACTION:

1. Upon dialing **9-1-1** to coordinate and report the emergency and supply required information University Police will dispatch the required emergency personnel.
2. Contact student services as soon as possible at 482-6266 to report emergency and incidents.

For area wide emergency information and instructions, tune to the Emergency Alert System: Students, faculty and staff should register their cell phones for immediate emergency notifications.

CAMPUS EMERGENCY MANAGEMENT (1)

EMERGENCY NUMBERS

For area wide emergency information and instructions, tune to the Emergency Alert System: Students, faculty and staff should register their cell phones for immediate emergency notifications.

EMERGENCY TELEPHONE NUMBERS			EMERGENCY RADIO STATIONS
9-1-1 Police Emergency			
Police Non-Emergency	337	482-6447	KTDY 99.9 Call 511 to listen to emergency information
Animal Control Services	337	291-5644	
Poison Control Center	800	256-9822	
Hazardous Material Problems	337	482-5357	
Electrical Problems	337	482-6440	
Plumbing Problems	337	482-6440	
A/C and Heating	337	482-6440	
Telephone Problems		88#	
Student Services		482-6272	

EMERGENCY NUMBERS

CAMPUS EMERGENCY MANAGEMENT (2)

EMERGENCY PREPAREDNESS:

Emergencies can come without warning at any time. Being prepared physically and psychologically to handle unexpected accidents or disasters is an individual as well as an organizational responsibility. This guide has been developed by the **UL CDC** to assist in minimizing the effects from such events. Please read the contents thoroughly. Once you are familiar with the information, you will be able to protect yourself; the children will serve and perhaps save the life of someone else.

The information included in this guide is intended to cover most emergency actions, but is not all-inclusive. ***Common sense must prevail when instructions are not available. No matter what the crisis, THINK before you ACT then act swiftly to minimize your exposure to danger.***

YOUR SAFETY IS OF PRIMARY IMPORTANCE:

If you have questions concerning a unique situation not covered in this reference guide or if you wish additional information regarding emergency preparedness, contact the UL CHILD DEVELOPMENT CENTER.

WHAT CAN YOU DO NOW?

Read our school Emergency Disaster Plan. Get to know your Emergency Team members assigned at, as they are vital components of the comprehensive CENTER disaster response and recovery plan. Attach the names and phone numbers of your school Emergency Team members in the “Emergency Team and Exit Routes” section of this reference guide.

Place emergency materials, e.g., floor plans, exit routes, etc. with this guide. Keep the guide where it will be immediately available for quick reference in an emergency. Maintain personal emergency supplies at work or in your car: change of clothes, shoes, snacks, flashlight, prescription medication, etc. (www.redcross.org/services/disaster).

CAMPUS EMERGENCY MANAGEMENT (2)

CAMPUS EMERGENCY MANAGEMENT (2)

CAMPUS EMERGENCY PERSONNEL:

A condensed list of your schools emergency response organization is to be taped to the front side of the page titled: "Campus Emergency Team & Exit Routes," of this reference guide.

CAMPUS EXIT ROUTES AND EVACUATION LOCATIONS:

A map of our child care center with exit routes and evacuation locations is located on the back side of the page titled: "Campus Emergency Team & Exit Routes," of this reference guide.

CAMPUS EMERGENCY MANAGEMENT (2)

CENTER EMERGENCY TEAM & JOB DUTIES

Each person will be assigned a job title to assist with all Medical Emergencies. The goal is to provide a seamless treatment regardless of what team member job duties are.

EMERGENCY PROVIDERS: These staff members will provide care to emergency victims. One other provider can assist as needed. These individual will be responsible for not only providing first aid but cpr also in emergencies.

If an emergency happens in the Toddler or Two Year Old A and B the following individuals should respond. If not needed then they return to the classroom.

1. Patti Endsley
2. Susan Arceneaux
3. Nadene Harrison

If an emergency occurs in the PreK class the following individuals should respond. If not needed then they return to the classroom.

1. Patti Endsley
2. Susan Arceneaux
3. Mischelle Alleman

CHILD CARE PROVIDERS: These staff is responsible for moving children from the immediate scene or classroom and placing them with other groups till after the emergency is cleared. We would never want the children to be subjective to what occurs during an emergency regardless of age. It would be best they are brought to a class and have a normal return. They will be returned once the area is clear of the emergency and has been cleaned and sanitized if necessary.

For the Toddler or Two Year Old A and B the following are to accept these children and provide support and reassurance is a confusing time. If an incident or emergency happens in the toddler room the children in that room are to move to the Two Year Old A and B. Stay with your children in these areas unless you are needed for your specific emergency jobs.

If an incident or emergency happens in the Three yr old and PreK classrooms the children in that room is to moved to the other class. Teachers are to stay with your children making sure their needs are met and a reassuring and supportive classroom is maintained.

COMMUNICATOR This person's job is to provide and decipher information to emergency personnel, university officials and parents. This will be made up mostly of the Administrative Staff, Lead Teachers and Director Designee. This person dials 911 and stays on the line till told to hang up.

In case Administrative Staff is not present if will be the job of both lead teachers to implement all emergency plans and communicate effectively with emergency personnel and University services.

1. Lacey Racca
2. Nadene Harrison
3. Mischelle Alleman

CENTER EMERGENCY TEAM & JOB DUTIES

CENTER EMERGENCY TEAM & JOB DUTIES

EMERGENCY GREETER This person's job is to meet emergency personnel, ambulance and or fire trucks outside and escort them directly to the victim.

1. Sandra Rubin
2. Stephanie Malveaux
3. Toni Pourcio

First Aid Bags are located throughout the classrooms and playground. It is up to staff to be familiar with locations and contents of each kit/bag. ***The staff in those areas to ensure that bags are well stocked should check it monthly.***

Locations:

1. Under outside playground patio on both Toddler and PreK side are. They are in a red bag.
2. Toddler classroom – on the wall between the two classrooms.
3. Two Year Old A – on the wall right above the light switch
4. Three year old class – on the wall right above the light switch
5. PreK class – on the wall right above the light switch.

PLEASE NOTE THAT ALL STAFF SHOULD PREPARE FOR 2 POSSIBLE EXITS AND PRACTICE THESE. ALSO NOTED ARE FIRE ALARM PULL STATIONS AND FIRE EXTINGUISHER LOCATIONS

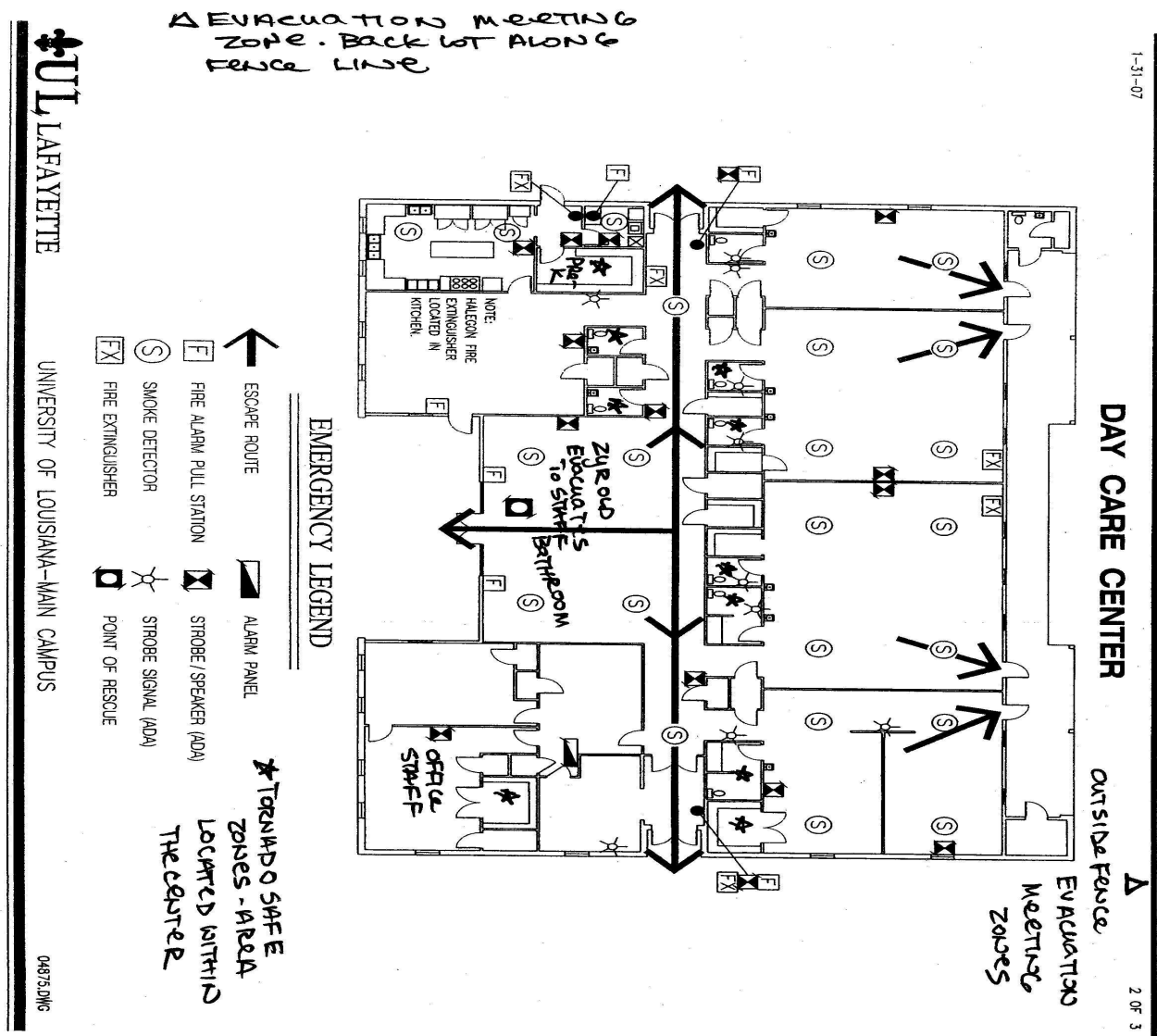
CENTER EMERGENCY TEAM & JOB DUTIES

UL CDC EMERGENCY EXIT ROUTES

PLEASE NOTE THAT ALL STAFF SHOULD PREPARE FOR 2 POSSIBLE EXITS AND PRACTICE THESE.

ALSO NOTED ARE FIRE ALARM PULL STATIONS AND FIRE EXTINGUISHER LOCATIONS. PLEASE MAKE YOUR SELF-FAMILIAR WITH LOCATIONS.

ALSO NOTED ON THE FLOOR PLAN ARE THE TORNADO – SAFE ZONES. THESE ZONES ARE USED FOR TORNADO, SHELTER IN PROCEDURES, SAFE AREAS FOR INTRUDER OR HOSTILE THREATS.



UL CDC EMERGENCY EXIT ROUTES