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**Subject: Emergency Preparedness Plan (EPP)**

**Source:**

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**Procedures**

**PURPOSE:**

To have Emergency Preparedness Plan (EPP) to expedite the decision making process after notification of an emergency or accident. Disasters usually strike without warning. They can force neighborhood evacuation or confine you in your home or workplace. Families can be separated. Family member or co-workers can be injured. Emergency response workers may not be able to help you if thousands of people are affected at once. In these situations, preparedness and self-reliance become very important. This plan has been prepared to be used in the event of an emergency at NTPCDI Early Head Start, before, during or after an emergency evacuation warning. It can also be utilized should a chemical weapon accident occur.

**PLAN & PURPOSE:**

To ensure that all children, families and staff are present safe and accounted for in center-base and home-base or socialization locations in the event of emergency. This plan is to ensure all staff with knowledge of the EPP in center-base, home-base and in socialization locations.

**SECURED ROOM:**

WHEN APPROPRIATE: Secured Room may protect children, family and staff from a threat inside the building or home when it may be more dangerous to leave. A secured room would entail locked or barricade location that cause difficulties or prevent entrance. In the event of an emergency the home base teacher would contact their supervisor and/or the administrative office.

**DIRECTED EVACUATION:**

During Home-visit or socializations event an emergency evacuation is needed the responsible parties should seek shelter and call supervisor and/or the administrative office. Shelters include the hospital, police stations, other secure locations and/or following designated instructions from the emergency broadcasting system.

**DANGEROUS PERSON:**

A dangerous person could be someone affiliated with the socialization or home-base location with an unofficial and harmful on-site intent. These procedures should be followed to reduce the altercation of dangerous persons on-site or at socializations location and during home visits.

1. Report suspected or actual altercations to law enforcements by calling 911.
2. Staff should notify their immediate EHS Manager and/or if not able to contact call the Administration Office immediately to report incident or occurrence.
3. Staff will secure non-involved children and family to (if possible) a safe area w/ gold cards (emergency contact) and first aid kits until notification by authority.

#### **MISSING OR RUNAWAY CHILDREN:**

When a child is not in plain sight (but may still be present (hiding), the signal “code yellow”( for missing child) is given and the following steps are followed:

1. An on-site teacher is designated to cover the socialization while the search begins.
2. Notify immediate EHS Manager and/or if not able to contact call the Administration Office immediately to report occurrence. (management, building security) of the missing child.
3. Initial canvas of the area; if child is not found, dial 911.
4. EMERGENCY COMMUNICATION WITH STAFF AND PARENTS -Main office will be the center emergency communication between parents and staff in the event of a major disaster.