



Disaster Response Handbook

SUNSET CHRISTIAN PRESCHOOL

8101 27th Street W | University Place, WA 98466

253.564.2522 x121

Sunset Christian Preschool

Disaster Response Handbook

The purpose of this handbook is to give preschool staff step-by-step procedures on how to respond to disaster/crisis situations during the first 30 minutes. Following the listed instructions in sequential order will help to prioritize notification of emergency response personnel and to limit escalation and injury during the initial impact of the situation. In this document, “Director” means the center director or the person-in-charge at the time of the incident or disaster. “Parent” means the child’s parent or legal guardian.

This handbook was written by Snohomish County Department of Emergency Management and Everett Office of Emergency Management, and reviewed and edited by Snohomish Health District Communicable Disease Outreach Program and the Washington State Department of Early Learning. Each school or child care center individualizes the plan to suit their particular circumstances.

This policy was last reviewed and updated on: **May 2019**

OUR ADDRESS IS: SUNSET CHRISTIAN PRESCHOOL

8101 27th Street W | University Place, WA 98466

OUR PHONE NUMBER IS: (253)564-2522

OUR NEAREST CROSS-STREETS ARE:

27th Street West & Sunset Drive West & Crystal Springs Road West

Table of Contents

- Emergency Phone Numbers 4**
- Preparing for a disaster 5
- Gather information from parents 7
- Practicing for a disaster 7
- Take care of staff 7
- Steps to Take During a Disaster 8**
- Building and Site Evacuation 8
- Building Evacuation:* 8
- Shelter-in-Place Procedure 10
- Fire Alarm/Emergency 11
- Gas Leak 12
- External Hazardous Materials Accident 13
- Internal Hazardous Materials Accident 13
- Power Outage 14
- Inclement Weather 14
- Earthquake 15
- Volcanic Eruption 16
- Missing Child 17
- Kidnapping 17
- Child Abuse 18
- Assault on Child or Staff 18
- Intruder Alert Procedure / Lockdown / Building Lockout 19
- Intruder Alert / Lockdown* 19
- Building Lockout* 21
- Suspicious Mail or Package 21
- Field Trip Incident 23
- Bomb Threat 24
- Crisis Support 25
- Crisis Communications 27
- Parent-Child Reunification 28
- Release Procedure 29
- Appendix A: Helping Children Cope with Disaster 31

Emergency Phone Numbers

Emergency Assistance	Number(s)
Police.....	911
Fire/EMS.....	911
Allenmore Hospital Emergency Room.....	(253) 459-6633
Mary Bridge Hospital Emergency Room.....	(253) 403-1400
Poison Control Center.....	1-800-222-1222
Tacoma-Pierce County Health Department.....	(253) 798-6500
Tacoma Public Utilities.....	(253) 502-8600
Tacoma Power (Electricity) & Tacoma Water (Water District)	
Puget Sound Energy (Gas).....	1-888-225-5773
KRKO Radio – 1380AM.....	425-304-1381 ext. 117
KOMO Radio – 1000 AM.....	206-404-5666
KSER Radio – 90.7 FM.....	425-303-9070
KIRO Radio – 97.3 FM / 770 AM.....	206-726-7000
Willis of Ohio, Inc. & Lexington Insurance Agency.....	877-945-7378
Auto Policy Number: n/a	
Building Policy Number: 11449743 & 048409888	

SCP Emergency Assistance	Number(s)
Property Manager: Taylor Conrad.....	(253)564-2522
Preschool Director: Julia Shanburn.....	(253)564-2522 ext 121
Minster of Youth and Children: Rob Clarke.....	(253)564-2522
Location of Nearest Pay Phone.....	253-565-9247
<i>Titlow Park 8801 6th Ave, Tacoma, WA 98465</i>	
Child Protective Services.....	1-800-562-5624
Evacuation Site (Near School)	
Gravel Lot outside UPPC/SCP across the street from UP Station	
Alternate Site Locations (* denotes used first, unless their site is also affected)	
*University Place Primary School	St Charles Borromeo Catholic School
2708 Grandview Drive W	7112 S 12 th St Tacoma WA 98466
University Place WA 98466	(253)566-5491
(253)566-5620	

Introduction

In order to ensure the safety of all the children who attend this school and the staff who work here, Sunset Christian Preschool has developed a comprehensive Crisis/Disaster Response handbook. By putting together this plan and sharing it with parents, we are working to be prepared when disaster strikes.

Preparing for a disaster

This school has taken many steps to prepare the facility, children, staff, and parents, for the unexpected. Schools and child care centers must follow WAC 170-295-5030 for disaster planning and WAC 212-12-044 for fire drills.

Conducting Drills

Drills are essential to provide staff with the skills necessary to respond in times of an emergency. There are 3 different emergency drills that should be practiced on a regular basis. Sample forms for recording drills are found in Appendix E.

- Fire (evacuation drill) – must be practiced ***monthly***, as required by WAC (WAC 212.12 and 170.295.5030)
- Earthquake (Drop, Cover, & Hold) – should be practiced quarterly, minimum
- Lockdown (secure building, stay together) – should be practiced at least once a year, minimum
- The school conducts fire drills on a monthly basis and records the dates as required by licensing.
- The school conducts disaster drills on a quarterly basis and records the dates.
- There are two designated escape routes from each area. Evacuation maps are posted in each classroom.

Kits

Having adequate supplies is essential to 72-hour preparedness. See Appendix B for more information about recommended supplies.

- The school has gathered a 72-hour preparedness kit and has included a 72-hour supply of any medications or supplies for those with special needs. This kit is kept in the Café kitchen.
- The school checks its emergency kits and emergency medication expiration dates on a regular basis. This is done every six months.
- For those with special needs or life-threatening health conditions who require medication or supplies on a regular basis or on an as-needed basis, those medications or supplies are kept on-site and will be taken along if evacuation is required.
- Fire extinguishers are located throughout the school:
 - End of SCP hallway near Exit
 - SCP hallway outside rooms 1 and 2
 - In the hallway between the Lodge and the nursery
 - Near downstairs Entrance in the hall
 - Outside bathrooms in the Lodge hallway up to Rooms 5, 6 and 7
 - Inside room 5
 - Entrance to SCP Wing
 - Room 8
 - In the Café near entrance to Room 8
 - Café kitchen
 - In the Gym Narthex by Wayside
 - Two in the Gym
 - Main UPPC hallway near men's restroom

- Outside the UPPC main office workroom, in hallway of offices near room 211
 - Two inside the downstairs UPPC Kitchen
 - In the Chapel by entrance
 - Office workroom
 - Upstairs kitchen
 - Two in choir hallway beside sanctuary
 - Sanctuary entrance
 - Sanctuary narthex near front entrance
 - In sacristy
- Fire extinguishers are checked monthly by UPPC staff, and are recharged and re-dated annually by the Fire Marshal.
 - The school's fire sprinklers are checked annually.
 - The school has a carbon monoxide alarm located within UPPC in the office workroom (the electrical room), Sound Booth, and the Elevator/Alarm room. They are checked annually.
 - Disaster supplies are kept in the Café kitchen and in the Grab-n-Go bags in each classroom.

Communication

- At least one corded phone is available to use if there is no electricity and we have located our nearest payphone.
- Emergency phone numbers are posted by each phone in the school.
- Children will only be released to individuals listed on the child's emergency contact form. SCP must ensure parents keep these up-to-date.
- The school has communicated with neighbors/neighboring businesses who may be able to help out in the event of a major disaster. These include: University Place Primary School and F.U.N.

Hazard Mitigation

Hazard mitigation is the process reducing or eliminating the impacts of disasters before they occur. For example, securing a bookcase to the wall before an earthquake can topple it and injure occupants. An important step in disaster planning is to ensure you are operating in a safe environment. Hazard mitigation plays a huge role when it comes to preventing injuries, both on a daily basis and during a disaster. See Appendix C for more information, resources for implementing mitigation measures, and a sample checklist.

- The school has undertaken hazard mitigation in all classrooms and main areas.
- The school conducts a hazard mitigation walk-through monthly.

Training

- Staff have been trained on emergency procedures and policies, including specific duties.
- Staff have been trained on contact persons from UPPC and who to contact to shut off all utilities.
- Older children are taught to call 911 if directed to do so by a staff member.
- At least one staff member trained in CPR and First-Aid is with each group of children as required by state standards.

Gather information from parents

Make sure that all parents have reviewed the disaster plan and understand the steps that the center will take in the event of an emergency. All parents should in turn provide the center with an out-of-area contact for their family.

Discuss with parents their plans and availability to pick up a child after a major disaster. Some parents work nearby, while others have a long commute. If roads are blocked, it could be quite some time before the parents are able to pick up their children.

Practicing for a disaster

SCP is required to conduct monthly fire drills and record the date and time of each. Disaster drills need to be conducted at least quarterly. It is up to the school to choose which type of disaster they will practice for each time. It is advisable to practice earthquake drills frequently. Periodic practicing of lockdowns and shelter in place is also important. A disaster drill log has been included in Appendix D of this document. Some situations are difficult to practice for during normal operation of the school. For such scenarios involving site evacuation, it is a good idea to run through the situation verbally as a group during a staff meeting. In this way, questions can be answered and possible hurdles can be overcome.

When practicing fire or disaster drills, make sure to vary the time of day and day of the week. You cannot predict when a disaster will happen and if you've never practiced during pick-up time or lunch time, there could be a lot of confusion at the school. Consider conducting periodic drills without giving staff members warning. They need to be able to react, even when not mentally prepared for the situation.

All staff should receive regular training on disaster preparedness. The entire plan should be reviewed at least annually, and with all new staff as they start work. Use this handbook during staff meetings to review procedures for various disasters. Make sure you have discussed roles and responsibilities for different scenarios. Staff should be familiar with how to use a fire extinguisher and it is best if they have had practice actually using one. Make sure all staff that is required to have CPR and First Aid training is up to date on their certification. Teach staff how to shut off any utilities, such as natural gas, but let SCP staff know that UPPC Minister of Operations will be the one to actually do so.

Take care of staff

Disasters affect all of us. School staff members will likely be concerned about their own family members, but will also be needed at the school to help the children in their care. The preschool Director and Minister of Children and Youth should provide staff with information and assistance in preparing their own families for times of disaster. Each staff should have an out-of-area contact for their family, disaster supplies at home and in their personal vehicle, and a plan for connecting with their other family members. If staff members are individually prepared, their personal worries will be reduced and they will be better able to focus on helping the children in their care who rely on them.

SCP will also have emergency contact information for the staff, in the event something happens to a staff member during work hours. This information is kept in your go-kits along with emergency contact information for the children.

Disaster Procedures

Building and Site Evacuation

Building Evacuation:

1. Make a quick assessment of the situation in the classroom and of any injuries to the children or adults.
2. Director/UPPC Minister of Youth and Children evaluate the evacuation route to be sure that it appears clear of obstructions.
3. Director under direction of UPPC Minister of Operations gives instruction to evacuate.
4. If possible and time allows, have children take jackets and coats.
5. Staff should take the following items:
 - i. children's Comfort Kits
 - ii. class/staff attendance sheets/visitor sign-in sheets
 - iii. children's emergency and medical information/supplies
 - iv. personal cell phones, if available.
6. Staff should assemble children 2 by 2 to evacuate the building (preferably one teacher leading the children and one teacher following behind). Young toddlers will be evacuated the same way and holding a rope, which is in the Grab-n-Go Bag.
7. Staff and children will evacuate building to designated area, grass area across from ground entrance next to FUN building.
8. **Take attendance**; if safe to do so, search the building for anyone missing.
9. Have children sit down if possible.
10. If a gas leak or other incident that requires individuals be located further away from the building occurs, have teachers move children to the pre-designated evacuation site or no less than one block from the school. The pre-designated location is University Place Primary School. Head west through the UPPC parking lot to Crystal Springs Rd. Continue west into the parking lot of the empty shopping center/Lefty's. Turn left/South on Grandview Drive and into the front entrance of UP Primary School.
11. UPPC Minister of Operations will evaluate the situation with the help of responding agencies (fire, police, etc.) and determine if it is safe to enter the building. If not, determine if it is necessary to move to the alternate site location (follow *Site Evacuation* procedure on the next page in this plan), or to stay put until it is safe to re-enter the building.
12. Director/UPPC Minister of Youth and Children/UPPC Minister of Operations will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location; parents will be notified by a note on the bottom entrance double doors of UPPC and the front doors to the church.
13. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Directors office
14. All parents will be notified of incident.

Site Evacuation:

1. If it is determined that staff and children will be moved to the alternate site location distant from the school, children will stay with their designated classroom teacher.
2. Staff should take the following items:
 - i. children's Comfort Kits
 - ii. class/staff attendance sheets and visitor sign-in
 - iii. children's emergency and medical information/supplies
 - iv. personal cell phones, if available.
3. Children will be taken to the alternate site location by: walking to University Place Primary School. Head west through the UPPC parking lot to Crystal Springs Rd. Continue west into the parking lot of the empty shopping center/Lefty's. Turn left/South on Grandview Drive and into the front entrance of UP Primary School.
4. Once at the alternate site location, **take attendance again**. Teachers must remain with their group of children until the children are picked up by parents or emergency contacts.
5. Director will continue to communicate with parents and coordinate pick-up of children.
6. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Directors office.

Shelter-in-Place Procedure

Shelter-In-Place should be conducted when you are instructed to do so by emergency personnel or Emergency Alert System (EAS) broadcasts on your radio or television; or if you see a vapor cloud or smell an unusual odor outside.

1. Gather all children inside in the Youth Room. This location is easiest to seal off from the outside, due to the few exterior windows and doors.
2. **Take attendance.**
3. Call 911 if you haven't already done so. Director or designee should turn on and listen to the radio. Listen for emergency information from your local fire or police department.
4. Facility maintenance person should turn off all fans, heating, cooling or ventilation systems and clothes dryers.
5. Close and lock windows and doors (Locked windows seal better) and close as many interior doors as possible.
6. Close off non-essential rooms such as storage areas, laundry room, etc.
7. Seal gaps around windows, doors, heating/air conditioning vents, bathroom and kitchen exhaust fans, stove, and dryer vents with plastic sheeting, wax paper, or aluminum foil and duct tape.
8. Stay alert to loudspeaker announcements; emergency personnel from your local police or fire departments may give you specific instructions via loudspeaker or door-to-door.
9. If determined necessary, you can provide a minimal amount of breathing protection by covering mouths and noses with a damp cloth.
10. If you are told there is danger of explosion, close the window shades, blinds or curtains; to avoid injuries, keep children away from windows.
11. UPPC Minister of Operations should stay in touch with responding agencies/emergency personnel.
12. Director/UPPC Minister of Operations and emergency personnel in charge will determine whether to stay sheltered in place or to evacuate.
13. Advise parents not to pick children up from the school until the incident is over. The presence of parents searching for their children will only cause confusion and may lead to exposure to toxic chemicals. Once sheltered in place you will not want to open the door to let parents in and out.
14. Have emergency disaster supplies and emergency contact cards handy.
15. Once the incident is over; inform parents, take down plastic, turn ventilation system back on.
16. Director will complete a written incident report at that earliest opportunity. Incident reports are stored in the Director's office.

Fire Alarm/Emergency

If smoke or fire is seen or if there is another emergency requiring evacuation:

1. Activate fire alarm if not sounding.
2. Evacuate children, visitors, and staff (follow *Building Evacuation procedure* in this plan); drop and crawl to avoid smoke and close doors behind you.
3. Staff should take the following items:
 - i. children's Comfort Kits
 - ii. class/staff attendance sheets and visitor sign-in sheets
 - iii. children's emergency and medical information/supplies
 - iv. personal cell phones, if available.
4. Call 911 from outside the building.
5. **Take attendance.**
6. UPPC staff will check area of concern and use fire extinguisher if safe to do so.
7. Have the following items ready for police and fire personnel:
 - i. Number of children in care, assistants, family members, volunteers, and visitors
 - ii. Knowledge of anyone remaining in the building
 - iii. Floor plan and internal systems information.
8. If it is determined that the building is unsafe, move children to alternative site location; follow *Site Evacuation procedure* in this plan.
9. Director will notify parents of evacuation and alternate site location, if applicable.
10. Director/ will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.
11. All parents will be notified of incident.

Gas Leak

****All staff should know where the main gas valve is for your facility, prior to any emergency****
If gas odor is detected:

1. **DO NOT** activate the fire alarm system or any other electrical equipment.
2. Notify center UPPC Minister of Operations.
3. Evacuate children and staff (see *Building Evacuation procedure* in this plan) and close doors behind you but leave a window open;
4. Staff should take the following items:
 - i. children's Comfort Kits (*in each classrooms in a tub marked Comfort Kits*)
 - ii. class/staff attendance sheets and visitor sign-in sheets (*on the sign in tables at the door of each classroom*)
 - iii. children's emergency and medical information/supplies (*in the Grab n Go Bags by classroom door*)
 - iv. personal cell phones, if available.
5. UPPC will call 911 from outside the building.
6. Move children to a designated area no less than one block from the school. This location is University Place Primary School.
7. **Take attendance.**
8. If possible, alert the UPPC Minister of Operations or one of the custodial team members to turn gas off with a wrench.
9. Have the following items ready for police and fire personnel:
 - i. Location of leak, if known
 - ii. Number of children in care, staff, volunteers, and visitors
 - iii. Knowledge of anyone remaining in the building
 - iv. Floor plan and internal systems information (in Teacher Binder in Grab N Go bag).
10. Director/UPPC Minister of Youth and Children will notify parents immediately if evacuation looks to be long term or if children are moved to alternate site location; if necessary to move to the alternate site location, follow *Site Evacuation procedure* in this plan.
11. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.
12. All parents will be notified of incident.

External Hazardous Materials Accident

1. UPPC Minister of Operations will call 911 immediately; Director will have staff initiate the *Shelter-in-Place procedure* in this plan unless directed to do otherwise by emergency personnel via the dispatcher.
2. Have the following items ready for police and fire personnel:
 - i. Location and description (liquid, gas) of hazard, if known
 - ii. Number of children in care, staff, volunteers, and visitors
 - iii. Floor plan and internal systems information.
3. Follow instructions given by responding agency for either *Shelter-in-Place procedure* or *Building and Site Evacuation procedure* in this plan.
4. If evacuated, call on transportation resource to take children and staff to alternate school site; our transportation resource is SCP and UPPC staff vehicles, which are parked in the lot in front of the bottom double doors, and in the main entrance to the parking lot near Visitor parking stalls.
5. Notify parents of move to alternate site location.
6. **Teachers take attendance.**
7. If Shelter-in-Place occurs, and media attention is significant, Director/UPPC Minister of Youth and Children will call parents to let them know of situation.
8. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's Office.
9. All parents will be notified of incident.

Internal Hazardous Materials Accident

1. In the event a person comes into direct contact with a suspected hazardous material, follow safety precautions posted on-site or listed on the container. Call 911 or the hospital emergency room for additional instruction. Contact poison control center for common household product poisonings.
2. Call 911 if not already done so.
3. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.

It is strongly suggested that all potentially hazardous materials be removed from within the school. Household toxic chemicals should be stored separately, locked up, and stationary so as not to fall over in the event of an earthquake.

Power Outage

1. UPPC Minister of Operations will try to locate the problem and activate alternate lighting system; flashlights and batteries are located in Emergency Go Bags.
2. Alert UPPC Minister of Operations to call 911 if concerned about a fire or safety hazard. Call 911 immediately if fire is visible.
3. Unplug all electrical equipment; turn off all but one light.
4. UPPC Minister of Operations to call PUD (425-783-1000) to report outage and/or get additional information.
5. UPPC Minister of Operations/Director will call Tacoma-Pierce County Health Department to help determine if center needs to be closed. Also, consider the following items in making your decision:
 - i. Can you safely prepare/store food?
 - ii. Do you need to move to an alternate site?
 - iii. Can you safely transport the children?
 - iv. How will you notify parents?
6. All parents will be notified if power outage is prolonged.
7. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.

Inclement Weather

1. Director/UPPC Minister of Youth and Children/UPPC Minister of Operations will determine prior to opening hours, whether or not to open the center. Families will be notified by following the University Place School District decisions, either via their website or a local news station, and on the SCP website. If U.P. schools are closed, SCP will also be closed. When UPSD is on a delayed start, SCP will start at 10am for all morning classes (even when the UP School Announcement says "no morning preschool or kindergarten).
2. If the school must close during hours of operation because of snow or storm, SCP staff will notify parents by posting a statement on the SCP website and calling parents of children who are already on site.
3. If weather conditions prevent a parent or legal guardian from reaching the school to recover a child, the staff will care for the child (maintaining proper child: staff ratios) until such time as the parent, legal guardian, or emergency contact person can safely claim the child. The disaster supplies will be used as needed.
4. If the above persons cannot claim the child within 72 hours of the facility closing, the Director will contact the police. Child may be transported to Child Protective Services if necessary.
5. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.

Earthquake

In the event of ground movement the following procedures should be carried out:

1. Staff “drop, cover, and hold.” Direct all children to “**DROP, COVER and HOLD**” and remain that way until the earth stops moving – stay away from windows, bookcases, and filing cabinets. Hold onto the item you are using as a cover, if it moves, move with it. Keep talking to children until it is safe to move.
2. If no items are available for cover, crouch by an interior wall and cover your head with your arms. Instruct children to do the same.
3. If outside “drop, cover and hold,” keeping away from glass, bricks, and power lines. If you are outside near a building and there is no safer location, take cover in a doorway to protect yourself and children.

When the earthquake stops, the following procedures should be carried out:

1. Teachers and staff check themselves and children for any injuries.
 2. Check evacuation routes for damage.
 3. Evacuate children and staff (see *Building Evacuation* section of this plan if necessary) and close doors behind you;
 4. Staff should take the following items:
 - i. children’s Comfort Kits
 - ii. class/staff attendance sheets and visitor sign-in sheets children’s emergency and medical information/supplies
 - iii. personal cell phones, if available.
 5. Staff will render first aid to those who need it.
 6. **Teachers will take attendance outside** and report to Director to account for children and adults.
 7. UPPC Minister of Operations will check utilities for disruption/damage (gas, water, sewer); if you smell gas, alert UPPC staff who will turn the gas off with a wrench. Also see *Gas Leak* section.
 8. Listen to radio for information on the surrounding area.
 9. Determine status of emergency supplies and equipment.
 10. If decided to evacuate to an alternate location, post a notice indicating your new location, date and time you left; follow the *Site Evacuation* procedure in this plan. Notice will be posted accordingly.
 11. Call parents with center status information; if not possible, report center status information to KRKO, KOMO, KSER and/or KIRO radio station for announcement over the air
- | | |
|------------------------------------|-----------------------|
| KRKO Radio – 1380AM..... | 425-304-1381 ext. 117 |
| KOMO Radio – 1000 AM..... | 206-404-5666 |
| KSER Radio – 90.7 FM..... | 425-303-9070 |
| KIRO Radio – 97.3 FM / 770 AM..... | 206-726-7000 |
12. If parents cannot be contacted after 4 hours, the child's out-of-area contact will be called if possible.
 13. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Director’s office.

“DROP, COVER and HOLD” should be taught and practiced with the children at least once a month.

Volcanic Eruption

A volcanic eruption will likely also be accompanied by other disasters such as flooding, landslides or mudflows (also known as lahars).

1. When notified of possible eruption (if within lahar hazard area) a designated UPPC staff member will listen to radio for volcano/lahar warning reports and evacuation directions.
2. If a lahar warning is issued, follow *Shelter in Place* procedure in this plan, until evacuation directions for given for this area, then follow *Site Evacuation*.
3. Director/UPPC Minister of Youth and Children will notify all parents immediately of Shelter in Place on site.
4. If not in the inundation area but volcanic ash fall is imminent, close doors, windows and vents. Place damp towels at door thresholds and other draft sources; tape drafty windows.
5. Protect dust sensitive electronics (e.g., computers, machinery).
6. Dust often using vacuum attachments rather than dust cloths, which may become abrasive.
7. Remove outdoor clothing before entering the building if possible – ask parents to remove their shoes and shake off as much ash as they can before entering the main section of the school facility.
8. When going outside use dust masks and eye protection. If you don't have a dust mask, use a wet handkerchief.
9. Prior to sweeping, dampen ash to ease removal. Be careful to not wash ash into drainpipes, sewers, storm drains etc. Seek advice from officials regarding disposal of volcanic ash in your community.
10. **Keep children indoors; discourage active play in dusty settings. Dust masks do not fit well on small children.**
11. The weight of ash can cause roofs to collapse. Since most roofs cannot support more than four inches of wet ash, keep roofs free of thick accumulation. Once ash fall stops, sweep or shovel ash from roof's and gutters. A one-inch layer of ash weighs 5-10 pounds per square foot when dry, but 10-15 pounds per square ft. when wet. Wear a dust mask and use precautions on ladders/ roofs.
12. Put stoppers in the tops of your drainpipes (at the gutters).
13. Minimize driving (change oil and air filters frequently) use ample windshield washer fluid.
14. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.
15. UPPC Minister of Operations will call insurance company (if needed).

Missing Child

1. Director and Teacher/Staff will call 911 immediately; provide the following information:
 - i. Child's name and age
 - ii. Address
 - iii. Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
 - iv. Medical status, if appropriate
 - v. Time and location child was last seen
 - vi. Person with whom the child was last seen.
2. Notify UPPC Minister of Youth and Children/UPPC Minister of Operations immediately and search the facility again.
3. Have child's information and, if possible, a picture for the police upon their arrival.
4. Director/UPPC Minister of Youth and Children will notify parents of missing child and attempt confirmation that child is with family; if not - inform parents of situation and steps taken.
5. Director will report incident to Child Protective Services.
6. Director/UPPC Minister of Youth and Children will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.

Kidnapping

1. Director and teacher/staff will call 911 immediately; provide the following information:
 - i. Child's name and age
 - ii. Address
 - iii. Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
 - iv. Physical and clothing description of the suspect
 - v. Medical status, if appropriate
 - vi. Time and location child was last seen
 - vii. Vehicle information and direction of travel.
2. Notify UPPC Minister of Youth and Children/Executive Pastor immediately.
3. Follow *Emergency Lockdown procedure* in this plan.
4. Have child's information including picture, if possible, available for the police upon their arrival.
5. Director/UPPC Minister of Youth and Children will notify parents of missing child; inform parents of situation and steps taken.
6. Director/UPPC Minister of Youth and Children will report incident Child Protective Services.
7. Director will implement *Crisis Response procedure* in this plan.
8. Director/UPPC Minister of Youth and Children will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.

Child Abuse

1. Report abuse or suspected abuse to the Director.
2. Director will make a report to Child Protective Services (see list under next item for the type of information that may be asked).
3. Director and appropriate staff will write down the following information on an incident report*:
 - i. Date and time of calls to Child Protective Services
 - ii. Child's name
 - iii. Child's age/birthdate
 - iv. Address
 - v. Name and address of parent or guardian and other children in the home (if known)
 - vi. Any statements made by the child (but do NOT interview them)
 - vii. The nature and extent of the injury or injuries, neglect, and/or sexual abuse
 - viii. Any evidence of previous incidences of abuse or neglect including nature and extent
 - ix. Any other information which may be helpful in establishing the cause of the child's injury or injuries, neglect or death and the identity of the perpetrator or perpetrators
 - a. *Note: These reports may become legal documents. Confidentiality of these reports must be strictly observed.
4. Incident reports are stored in the Director's office.

Assault on Child or Staff

1. Call 911.
2. Director will follow "Intruder Alert Procedure" in the *Intruder Alert / Lockdown procedure* in this plan.
3. Follow *Lockdown* or *Lockout procedure* in this plan as appropriate.
4. Staff member or teacher will stay with the victim.
5. Victim's family will be notified by the Director and/or the Minister of Children and Youth when safe to do so.
6. Director/UPPC Minister of Youth and Children will call Child Protective Services.
7. Director/UPPC Minister of Youth and Children will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.

Intruder Alert Procedure / Lockdown / Building Lockout

From time to time, schools and child cares have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any unauthorized individual who, through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time you are dealing with a person you feel uncomfortable around or are fearful for your safety or the safety of others, then you may be faced with an intruder situation. If the intruder is already in the building, initiate the intruder alert procedure and lockdown. Children will be locked down WITHIN their classrooms. If there is suspicious or criminal activity occurring outside the facility, the school will go into a building lockout. Doors to the outside will be locked and access restricted, but staff and children will be allowed to move between the classrooms inside the building, if necessary.

There are key recommendations to implement regarding a lockdown, including those conducted because of an intruder:

- It is important that all members of the building's staff understand, support and participate in the Intruder Alert, lockdown, or lockout procedures.
- It is important to practice these procedures in the facility several times per year, just as you practice fire drills.
- Lockdown information will be given to parents upon enrollment. Parents will be notified of all lockdown/lockout drills and events. The facility will provide written materials for parents to help children understand and cope.
- Parents will be given a pre-designated alternate pick up site if children and staff are evacuated. Parents should not try to enter the facility during a lockdown or lockout and may be kept away from the facility until authorities determine it is safe.

Intruder Alert / Lockdown

If a person(s) comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911.

- **If a weapon is present, or suspected, DO NOT CONFRONT** – give pre-determined hand signal to another staff member for them to call 911 immediately. This signal is a hand swipe across your forehead with all four fingers together. Initiate Intruder Alert / Lockdown Procedure.
- If **no** weapon is suspected, confront the intruder in the following manner:
 - Approach the individual in a non-confrontational manner with the assistance of another staff member
 - Introduce yourself and the person with you to the individual in a non-confrontational way
 - Ask the individual who they are and how you can be of assistance
 - Inform the individual of the policy that all visitors need to sign in and guide him/her to the area where that is done.
 - If the individual refuses, do not confront him/her. Give the other staff member the pre-designated hand signal to call 911
 - Initiate Intruder Alert / Lockdown Procedure.

If it is determined that the safety and health of children and staff are in jeopardy begin the *Intruder Alert procedure*.

If the intruder is already inside the building, a hand signal (which has been predetermined and is known by all staff) shall be made to the first staff member seen. That staff member will pass on the hand signal to others throughout the building and will call 911. This hand signal is a hand swipe across your forehead with all four fingers together.

Upon hearing the chosen intruder alert announcement the following steps must be implemented:

1. UPPC Minister of Operations will immediately call 911 (if it has not been done already) and stay on the phone until help arrives. Await further instructions from emergency response personnel.
2. Staff should quickly check the hall and restrooms closest to their classrooms to get children into the rooms.
3. Lock all doors to classrooms (this includes exterior and interior doors), close and lock all windows, cover all windows and doors, and turn off lights.
4. Keep children away from windows and doors; position children in a safe place against walls or on the floor; position children behind a bookcase or turn a classroom table on its side to use as a buffer. **Take attendance.**
5. Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. (Tip: gather in a story circle behind the table and gather infants into one or two cribs (preferably on wheels) along with items to help keep them quiet, such as bottles, pacifiers, and small, quiet toys).
6. Teachers will keep all children in the classroom until an all clear signal has been given.
7. Emergency personnel will inform the site when it is safe to move about and release children from classrooms. Children should not be released to parents until an “all clear” has been called.
8. Upon arrival, the local police, in conjunction with the Director/UPPC Minister of Operations, will assume controlling responsibility and may evacuate the building per police standard operating procedures.
9. When “All Clear” is heard, the Director/UPPC Minister of Operations will apprise the staff of the situation and counsel with children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director/Designee.
10. Director will apprise parents of all “lockdowns” whether practice or real.

Building Lockout

If the suspected intruder is not yet in the building, an announcement will be made (or a bell sounded) which alerts the staff of potential danger. This will be made over the phone intercom all-call system by the Minister of Operations for UPPC.

1. Any children outside the school on the playground must be brought inside immediately.
2. Immediately, Teachers will lock all classroom doors, close and lock all windows, and cover all windows of your classrooms. Teachers will keep children away from windows and doors. The UPPC Minister of Operations will lock UPPC exterior doors and hallway doors.
3. UPPC Minister of Operations will immediately call 911 and stay on the phone until help arrives; await further instructions from emergency response personnel.
4. Staff will maintain (as best they can) a calm atmosphere in the building, keeping alert to emotional needs of the children. Activity within the building may continue, but no access to the outside is permitted.
5. Teachers will keep all children in the building until an all-clear signal has been given.
6. Upon arrival, the local police, in conjunction with the Minister of Operations and the Director will assume controlling responsibility and may evacuate the building per police standard operating procedures or may allow parents to pick up children if deemed safe.
7. Any individuals outside the building wishing to gain admittance must be escorted by law enforcement personnel.
8. When "All Clear" is heard over the phone intercom system, the Director and Minister of Operations will apprise the staff of the situation and counsel children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director.
9. Director will apprise parents of all lockdowns or lockouts whether practice or real.
10. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.

Suspicious Mail or Package

1. Do not touch, smell, or taste unknown substances.
2. Cover substance with paper, trash can, clothes, or other material.
3. Evacuate room, seal off room, and mark room as "Dangerous".
4. Wash hands thoroughly.
5. Call 911.
6. Make a list of all staff and children present in the room at the time of the incident to provide to local health authorities and the police.
7. Director will inform all parents of the incident.
8. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.

Communicable Disease Outbreak

Symptoms of flu, for example, include fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Nausea, vomiting, and diarrhea are also common in children with the flu. Flu is spread from person to person through coughs and sneezes and indirectly through contaminated objects. For this reason, it is very important to isolate children with flu symptoms and have their parents or guardians pick them up as soon as possible. During a flu outbreak, as determined by the local health authority, additional steps should be taken to prevent the spread of disease. Make sure to keep emergency disaster supplies and emergency contact information handy.

1. Check all children upon arrival for flu symptoms before the parents leave the school. Any children who have these symptoms should not be permitted to stay at the school and should be asked to leave with the parent/guardian.
2. All staff, parents, and children should wash their hands with soap and warm water upon entering the school.
3. If a child or staff member develops flu-like symptoms while at school, physically separate the sick person.
4. Call the parent/guardian to arrange for pick-up of the ill child. Insist that they come immediately.
5. Send sick staff home and provide for paid sick-leave.
6. Sick children will stay in the isolation area located in the Director's or Administrator's office, until a parent or guardian is able to pick them up.
7. The person in charge of caring for ill children in the isolation area is the Director and/or Administrator. This person will limit contact with the ill child to the greatest extent possible.
8. Plenty of fluids will be provided to ill children.
9. Children and staff with symptoms will be asked to wear a mask. The staff member caring for the ill child will wear a mask.
10. All persons at the school should carefully follow recommendations for hand hygiene after contact with an infected person or the environment in which the infected person was.
11. Those persons who are not involved in caring for the ill child will not enter the isolation area.
12. Place all used tissues in a bag and dispose of with other waste. A bag will be placed next to the ill child in the isolation area for this purpose.
13. All parents will be notified of the illness.
14. Sanitize the environment in which the sick child/staff had been located. Sanitize any toys or objects the sick child handled. Other cleaning and sanitizing activities should be done at the normal times.
15. Wash and sanitize any bedding that was used by the sick child. Care should be taken when handling soiled laundry (i.e. avoid holding the laundry close to your body) to avoid self-contamination. Wash hands after doing laundry.
16. Soiled dishes and eating utensils should be cleaned and sanitized as usual.
17. Any staff member or child who has been in the school with a sick individual is at risk for developing influenza. Monitor staff and children continually for flu symptoms. Consult with

healthcare providers to determine whether a flu vaccine, if available or antiviral prophylaxis should be considered.

18. Keep in contact with the local health authority to determine if and when the school should be closed.
19. Director will complete a written incident report at the earliest opportunity; Incident reports are stored in the Director's office.

Field Trip Incident

1. Before leaving for a field trip, the trip coordinator will take the following information:
 - i. Parent Carpool List, with child assigned to each parent's vehicle
 - ii. Map of intended route back to SCP
 - iii. Children's emergency and medical information/supplies
 - iv. List of important phone numbers significant to the trip (including children's emergency contact information and chaperone cell phone numbers)
 - v. First aid kit
2. Attend to any medical needs if there are injuries or complaints of pain.
3. Call 911 if emergency medical treatment or police are required.
4. Contact SCP and provide update and actions being taken; school should consider deploying personnel to the scene, hospital, or to appropriate locations.
5. Lead Teacher/Director will contact parents and give update of actions being taken; indicate meeting locations or pick-up times at the school.
6. Director/Lead Teacher will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.
7. UPPC Minister of Operations will call insurance company (if needed).

Bomb Threat

During the Bomb Threat Call:

DO NOT HANG UP! Keep the conversation going and attempt to get the following information:

- Where is the bomb?
- What time will it go off?
- What kind of bomb is it?
- Who are you?
- Why is this going to happen?

Listen for the following:

- Voice of male or female
- Speech impediment or accent
- What kind of background noise there is
- Cell phone or land-line

1. Note the following: Time _____ Date_____.
2. What does the Caller ID say: _____.
3. Try to get the attention of another staff member and have them initiate the next steps:
 - a) Notify Center Director/UPPC Minister of Operations.
 - b) Call 911.
 - c) Initiate a lockdown; follow *Lockdown procedure* in this plan.
 - d) Confer with fire and police about evacuation.
 - e) Have floor plan ready for police/fire personnel.
 - f) Have teachers and staff glance around their area for suspicious items (DO NOT MOVE SUSPICIOUS ITEMS).
 - g) If the decision is made to evacuate, follow *Building and Site Evacuation procedure* in this plan.
4. Director/UPPC Minister of Youth and Children will notify parents if evacuated or moved to alternate location.
5. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.
6. All parents will be notified of incident.

Crisis Support

When a tragedy strikes, teachers and staff are torn between the need to deal with children's reactions at the same time they are coping with their own reactions. With some advanced planning, this process can be much smoother (and healthier) than when tragedy takes a school by surprise.

Crisis: A sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death. The psychological and emotional impact will be moderate to severe. Outside assistance may be needed.

1. Director/UPPC Minister of Operations/UPPC Minister of Youth and Children will determine whether or not to maintain normal schedules or to set aside the normal schedule for an all out effort to deal with the crisis. Depending on the crisis, it may be necessary to close the center for the day. Center should be reopened as soon as appropriate to provide normalcy back into the lives of children, parents and staff.
2. UPPC Minister of Operations will coordinate activities with on scene police or fire if it is that type of emergency.
3. Identify high risk children, staff and parents likely to be most affected by the news (e.g. children of the teacher who is deceased/injured or parents whose children are in the same class as the deceased, best friends, etc.).
4. Gather and inform closest friends of the victims, provide support and information to them before a general announcement is made. If close friends or classmates are absent, assure that a supportive adult gives the news to them, ensuring that they do not get initial information from the media.
5. Give teachers the facts about the tragedy and instructions on how to share the information with the children in their care as well as suggestions for assisting children to cope (see information either included on the CD or as links with this plan on the website).
6. Send a letter home to parents explaining the situation. Include specific factual information and information on how the school is handling the situation. Include a handout on Typical Children's Reactions (see information either included on the CD or as links with this plan on the website).
7. Some parents will need to be contacted by phone, particularly if their child's reaction to the crisis is severe. Talk directly with the person picking up the child about the situation and possible reactions (see "Words to Use" either included on the CD or as links with this plan on the website).
8. Determine if additional community resources are needed to be on "stand by" to effectively manage the crisis. It is essential to minimize the number of "strangers" standing around but bring in extra staff to help with meals or other logistics so

familiar staff are with the children. Trained Early Childhood Crisis Counselors can act as advisors to the staff.

9. Facilitate a staff meeting and, if possible, a parent meeting to provide information related to the crisis (see “Parent Informational Evening” either included on the CD or as links with this plan on the website). The following are some suggested activities:
 - i. Assist with children’s processing of information about the crisis
 - ii. Provide counselors comfortable with working with young children and trauma to work with children/staff individually or in groups in a variety of locations
 - iii. Provide support and counseling for parents
 - iv. Provide childcare while parents attend support activities
 - v. Provide helpful, factual information to parents
 - vi. Have an individual assist with answering phones, providing information and handling non-media inquiries
 - vii. Maintain a record of offers of assistance and ensure that proper personnel respond
 - viii. Deal with the “empty chair/desk” problem. For example, a counselor would provide support while sitting in the child’s chair. The chair would then be moved to the back of the classroom. Finally the chair would be removed. Make sure children are part of the entire process. Allow children to be part of taking down artwork that was done by the missing person or a picture of them and replacing it with something else. This can be done days or weeks later.
10. Assign a familiar staff to act as Family Liaison between the school and the family. When appropriate, contact the friends/family of the deceased to get information regarding funeral arrangements and pass on information to school staff and parents who may wish to attend. If a parent feels it’s appropriate for their own children to attend the funeral/memorial, they must attend with them and provide support to their own child.
11. Arrange with appropriate community resources for a Parent Informational Evening and school/community support activities 48-72 hours after the event.
12. Other considerations:
 - i. Have designated locations for the use of media, family, friends and workers, as needed. Keep media separate from families, children, friends and workers.
 - ii. Have transportation available to assist the family
 - iii. Young members of the victim’s family should be cared for if possible
 - iv. Children and staff should be given permission to feel a range of emotions. Typically, individuals go through a sequence of emotional reactions following a crisis: high anxiety, denial, anger, remorse, grief and reconciliation
 - v. Provide for grief counseling through BRIDGES A Center for Grieving Children at Mary Bridge.. The phone number is **253-272-8266**.

Crisis Communications

Communication in a crisis will help set the stage for effective response, help to manage parents and the community, and begin the healing process by providing appropriate information in a timely manner.

It should not be assumed that the Director will take on all the Crisis Communication activities. The Director for the center will be supported by others from UPPC who assist in the writing and coordination of communication activities.

1. Director/UPPC Minister of Operations/UPPC Minister of Youth and Children will determine whether or not to maintain normal schedules or to set aside the normal schedule for an all out effort to deal with the crisis. Depending on the crisis, it may be necessary to close the center for the day. Center should be reopened as soon as appropriate to provide normalcy back into the lives of children, parents and staff.
2. UPPC Minister of Operations will coordinate activities with on scene police or fire if it is that type of emergency.
3. Since the school is a ministry of UPPC, the church should be notified immediately.
4. Director/UPPC Minister of Youth and Children will determine if parent notification becomes an item of priority or can wait for a letter to go home in the evening.
5. UPPC Minister of Operations/other appropriate UPPC staff will keep the local radio stations informed as to the status of the school so parents will have accurate information. Use a Spokesperson from your own staff or work with the Public Information Office of the responding agencies or affiliated organization.
6. Gather and inform closest friends of the victims, provide support and information to them before a general announcement is made. If close friends or classmates are absent, assure that a supportive adult gives the news to them, ensuring that they do not get initial information from the media.
7. UPPC will prepare a formal statement for initial announcement, include minimum details and note additional information will be forthcoming. Also prepare statements for telephone and media inquiries. Have someone who does not get overly emotional answer phones and direct them to not guess about information they don't have; stick to the facts that have been approved for release.
8. Give teachers the facts about the tragedy and instructions on how to share the information with the children in their care as well as suggestions for assisting children to cope (see information either included on the CD or as links with this plan on the website).
9. Send a letter home to parents explaining the situation. Include specific factual information and information on how the school facility is handling the situation. Some parents will need to be contacted by phone, particularly if their child's reaction to the crisis is severe.
10. Plan on updating information frequently.
11. If possible, use multiple communications methods... direct contact with parents, written fact sheets, media, social media, meetings and other methods.

12. Conduct a short Staff Informational meeting when children have all been released. Give them current information, praise them for a difficult job well done and prepare them for the next steps.
13. Inform staff and parents about any planned Staff, Parent or Community meetings.
14. Director in conjunction with UPPC Staff will deal with media/reporters promptly and factually. Coordinate messaging with Public Information Officer from fire or police if they are on scene.
15. Provide appropriate information as requested by police, hospital, or other agencies.
16. Director will report incident to Child Protective Services if necessary.
17. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the Director's office.

Parent-Child Reunification

Once a child is left in the care of your program, the people who work in the school are responsible for the child until s/he is picked up by a parent/guardian or emergency contact. The process for tracking children after a disaster is different – and more difficult – than during normal, everyday operations.

There are various reasons why child release differs after a disaster. Children must be released only to family members or emergency contacts that have been pre-designated on the emergency contact list or registration forms. Each release must be documented, with information about with whom and where the child is going. The process also creates privacy, so if a child is injured, his/her family can be given the news away from other waiting families. This is not only more respectful towards the family involved, but it also prevents other families from becoming more upset while waiting for their own children.

All families should be reminded of the importance of listing emergency contacts and keeping those contacts updated. Encourage families to include at least one emergency contact that is within walking distance of your program, if possible. Remind parents/guardians that people listed as emergency contacts need to know that they are being counted on. They also need to know that everyone's ID will be checked for their child's, or children's, safety. Children will not be released to those not listed as emergency contacts. If people are concerned about not having ID during a disaster, offer to file pictures of emergency contacts, or copies of their ID's, with the child's emergency contact information.

Reunification Stations

There are five very important stations when setting up an alternate location and reunification plan.

- The **Check-In Gate** staff will be the first to greet the parents/guardians/emergency contacts upon arrival. This is where the Post Disaster Child Release Form begins. The staff and adult fill out sections one and two at this station. A sign advertising the Check-In Gate will be posted. This area should be separate enough from the Child Care Area to minimize agitation in an already chaotic situation, but close enough that the Teachers have access to their Binder should they need it. It is also very important not to circumvent the necessary documentation.
 - A UPPC Staff member will be assigned to each preschool class/Enrichment group. They will take charge of Binder with child's emergency information so teachers can attend to the children.
- The **Child Care Area** is where Lead and Assistant Teachers will care for all the children still present. Teachers will need to make sure that the child's needs are being met and they are being entertained. This is can be very traumatic for the children and they will need more to do than sit and wait for their parents. The Child Care Area is where section three will be filled out by SCP Teachers.
 - Lead Teachers maintain supervision and care for the children with support of the Assistant Teachers, who will also act as runners when necessary.
- The **Release Gate** will be one of the last places the adult and children see. This is where you will finish filling out sections four through six on the form. The Release Gate will be marked with a sign, and is the place that the child/adult will be reunited to head home.
 - SCP Administrator will ensure the school has destination where child and adult are headed, the date, and the time.
- The **Command Post** is where the Commander and support staff will work from. The Commander will be the Director and UPPC Minister of Youth and Children, along with the UPPC Minister of Operations. The Command Post is not usually accessible to parents, but can be if the Commander feels it's necessary. This area will also serve as the Private Area, where the Director can bring a parent/guardian to tell them if their child or children are missing, injured or deceased. It will offer privacy and prevent other parents from becoming more agitated during a chaotic circumstance.
 - SCP Director, UPPC Minister of Youth and Children, and UPPC Minister of Operations when needed.

Release Procedure

For the safety of staff and children, parents/guardians are restricted to the Check-in and Release Gates. A runner will be assigned to go get the child from the class when the parent/guardian arrives.

- The release procedure begins at the Check-in Gate, where a parent/guardian or emergency contact begins filling out the child release form.
- A runner, if available, will then take the form to the Child Care Area to pick up the child.
 - The form is then signed by the staff assigned to that Child Care Area, releasing the child.
 - The runner will then take that child and form to the Release Gate.
 - Staff at the Release Gate and parent/guardian/emergency contact will complete the form together.
 - The Completed form will be filed at the Release Gate.
- ***If the child is injured/missing/deceased the process stops and the runner will take the form to the Command Post. Someone from the Command Post will contact the family away from everyone else and explain the situation.***

Appendix A: Helping Children Cope with Disaster

Disasters can be very frightening and traumatic, especially for young children. There are several things that you can do to help the children in your care cope with their feelings.

Don't assume children won't understand what is happening.

- Reassure the children that they will not be left alone and that you are there to protect them.
- Be aware of changes in a child's behavior but also know that some children may not outwardly show their distress.
- Keep to routines such as meals, activities, and naps, as much as possible
- Try to keep familiar adults with the children rather than adding volunteers or substitutes for direct child contact.
- Avoid allowing young children to watch or listen to news coverage of the disaster.
- If child regresses to earlier physical or emotional behavior... wetting, clinging, crying...treat it calmly and efficiently.
- Give simple but truthful answers to children's questions and make sure children understand your answers. Don't give more information than the children can use and understand.
- Give children opportunities to express their feelings through activities such as play-acting, using dolls, storytelling, painting, or drawing. Playacting revenge or aggressive behaviors may be common. Redirect only if it is hurting the child or someone else.
- Be especially supportive of the children's feelings and need to be close. Give lots of hugs, smiles, and kind words.
- Reassure children that they are not responsible for the disaster. Listening to children's stories about disasters and feelings may help and they may need to tell the story again and again.
- If possible, take a moment away from the children and make sure you address your own fears and anxieties by talking with other adults. Be particularly careful to not have children over hear your conversation.
- Seek professional assistance when needed. The Mental Health Checklist included with this plan on the website and CD may help you in determining the need for additional assistance. Your own knowledge of the child and your instincts about the child's needs will also help you make a decision. When in doubt, call for professional help.

Allenmore Psychological Associates, P.S.(253)752-7320

In the event of a disaster or crisis, grief counseling may be provided through the Providence Hospice Bereavement Department. The phone number is 425-261-4777.

Other Resources for Helping Children Cope

National Institute of Mental Health (NIMH)

Information Resources and Inquiries Branch
6001 Executive Blvd, Rm. 8184, MSC 9663
Bethesda, MD 20892-9663
PTSD/Anxiety Disorders Publications:
1-88-88-ANXIETY
Public Inquiries: 301-443-4513
TTY: 301-443-8431
E-mail: nimhinfo@nih.gov
Web site: <http://www.nimh.nih.gov>

U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202
Phone: 1-800-USA-LEARN
TTY: 1-800-437-0833
E-mail: customerservice@inet.ed.gov
Web site: <http://www.ed.gov>

Federal Emergency Management Agency

(Information for children and adolescents)
P.O. Box 2012
Jessup, MD 20794-2012
Publications: 1-800-480-2520
Web site: <http://www.fema.gov/kids>

American Academy of Child & Adolescent Psychiatry

3615 Wisconsin Ave., N.W.,
Washington, D.C. 20016-3007
Phone: 202-966-7300
Web site: <http://www.aacap.org/>

Substance Abuse and Mental Health Services Administration's (SAMHSA) National Mental Health Information

P.O. Box 42557
Washington, DC 20015
Phone: 1-800-789-2647
TTY: 866-889-2647
Email: info@mentalhealth.org
Web site: <http://www.mentalhealth.samhsa.gov/>

American Academy of Pediatrics

141 Northwest Point Boulevard
Elk Grove Village, IL 60007-1098
Phone: 847-434-4000

Web site: <http://www.aap.org>

American Red Cross

National Headquarters
431 18th Street NW
Washington DC 20006
Phone: 202-639-3520
Web site: <http://www.redcross.org>

Disaster Training International: *Helping Adults Help Children*

**9400 Ravenna Ave NE # 3
Seattle, WA 98115
206-420-8217
www.disastertraining.info**

*****The following copyrighted resource materials are included as separate links on the website or along with the templates and video on the CD:**

1. 20 Ways to Be...
2. Assessing a Student Need for Intervention
3. Crisis Resource Material
4. Parent Handout: Helping Children Cope
5. Parent Informational Evening Guidelines
6. Sample Parent Letter
7. Symptoms and First Aid: Pre School and Kindergarten
8. The Three Tasks of Grief for Children
9. Words to Us

