The following document is the first formal Emergency Preparedness Plan for the UCHRA Van Buren County Head Start. In no way is the Plan complete, but is a work in progress, with additions made as it is compiled.

ADVISORY COMMITTEE

The following individuals contributed to the development of the Emergency Preparedness Plan for the UCHRA Van Buren County Head Start:

*Community/ Head Start Representatives*
- Greg Thacker - Vehicle Maintenance Supervisor Van Buren Co. Schools
- Lori Shelton - PA Cumberland Family Care
- Monica Howard - Van Buren Co. School system
- Dale Henry - Mountain View newspaper
- R.C. Christian - Tennessee Highway Patrol
- Michael Martin - Superintendent of Van Buren Co. School system
- Stacey Hampton - Parent
- Debra Rowlands - UCHRA Van Buren Co. Head Start
- Herbert Davis - Van Buren Co. Mayor
- Laura Carlile - UCHRA Van Buren Co. Head Start
- Eddie Carter - City of Spencer Police Chief
- Al Henry - Mountain View newspaper
- Wendy Warner - UT TNCEP Coordinator
- Rita Mayfield - UCHRA Van Buren Co. Head Start
- Karla Hillis - Director UCHRA Van Buren Co. Head Start

*This Plan is to be used in conjunction with and assisted by the Van Buren County School system.*
# Table of Contents

**Overview**

- Overview
  - pg. 4 – 5

**Roles and Responsibilities**

- Roles and Responsibilities
  - pg. 6 – 10
  - I. Emergency Team
    - pg. 7
  - II. Head Start Staff
    - pg. 8 – 11

**Response Procedures**

- Response Procedures
  - pg. 12 - 15
  - I. Evacuation of building (on premises)
    - pg. 13
  - II. Evacuation of building (off premises)
    - pg. 14
  - III. Lock Down
    - pg. 15

**Communication/Media Procedures**

- Communication/Media Procedures
  - pg. 16 - 18
  - I. Communicating with the Media
    - pg. 17 - 18
  - II. Information Control
    - pg. 18
Overview
The UCHRA Van Buren Co. Head Start can be vulnerable to disaster because large numbers of people are collected in relatively small spaces. As a result, natural disasters, accidents and intentional intrusions that involve Head Start can have devastating effects on students, staff, parents, and the community as a whole. If an emergency/disaster/crisis occurs, it is important to have contingency plans available to enact quick, effective responses to minimize the disastrous effects that calamities can bring. The Head Start program’s role in a school emergency/disaster/crisis is one on intervention, management, support and to ensure continuity of services. Head Start staff will take over the management of the crisis and turn their attention to the specific needs of the students, staff and others who are directly involved. The responsibilities of all personnel are outlined in the text of this plan.

To prepare guidelines, the following definition of an emergency/disaster/crisis was used:

A sudden event or series of events that profoundly and negatively affect many, if not all, of the Head Start population by putting students and/or staff at risk of physical or psychological harm by actually causing serious injury or death.

The UCHRA Van Buren Co. Head Start’s emergency preparedness plan uses best practices approach addressing multi-hazards ranging from intrusions/shootings to natural disasters to terrorist incidents. The crisis management employs our phases of process that address Mitigation/Prevention, Preparedness, Response, and Recovery. Emergency preparedness is an ongoing process that can always be updated. The continued professional development of staff, first responders, students, parents, and the community as a whole by which to make Head Start safer and more secure from the impacts of natural and man made disasters is the goal for our program.

In the event of an emergency, the State TA Specialist must be contacted via whatever means possible. The State TA Specialist will contact the Regional office in the same time frame. Contact information:

<table>
<thead>
<tr>
<th>POS</th>
<th>FOS</th>
<th>TAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gina Bell</td>
<td>David Adkins</td>
<td>Susan Clark</td>
</tr>
<tr>
<td>(404) 562-2883</td>
<td>(404) 562-2933</td>
<td>(865) 288-0577</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Home Number</th>
<th>Alternate Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luke Collins, Executive Director</td>
<td>(931) 243-2025</td>
<td>(931) 397-2025</td>
</tr>
<tr>
<td>Karla Hillis, Head Start Director</td>
<td>(931) 686-8397</td>
<td>(931) 267-9101</td>
</tr>
<tr>
<td>Rita Mayfield, Lead Teacher</td>
<td>(423) 881-5338</td>
<td>(931) 267-4863</td>
</tr>
</tbody>
</table>

Revised 12/2013
Our alarm system is monitored by Pioneer Communications in Cookeville, Tennessee. The repair number is 931-528-1426 and the monitoring number is 931-318-9486. The local fire department is located within close proximity of our building.

In the event of an evacuation, if time permits, parents will be allowed to pick their children up before the evacuation. If time does not permit, the contact and release information will be secured and transported with the children. Contact will be made with parents after reaching the relocation destination, since our facility is located in a remote area on the edge of the Cumberland Plateau and communication via cell phone, bus radio or wireless internet is difficult. Roll call will be conducted each and every time the children are moved from one location to another.

All staff will be trained regularly on evacuation procedures. Parents will be trained on these procedures during Phase In at the beginning of each school year and the information is also included in their Handbook (documentation of receipt of such is maintained in Head Start file).

In the event of damages to the building or contents, Head Start Director will notify the Agency’s Special Projects/Facilities/Procurement Officer upon incident for a preliminary assessment of all damages. They in turn will contact the insurance provider to schedule an additional assessment. Since the building belongs to the Van Buren Co. School System, the Head Start Director will also contact the Superintendent of Schools so their insurance provider can assess the damages as well.

In the event that the building could no longer be utilized, the Head Start Director or designee will contact our State TA Specialist via whatever means possible within 2 hours of the occurrence. The State TA Specialist will notify the Regional Office within the same time frame. Temporary operations will be set up at the county government Administration Building. If buses are available, transportation will continue to be provided for children and families to this alternate facility.

In the event of an intruder alert, office staff will alert classroom teachers via hand held radios.
ROLES AND RESPONSIBILITIES
EMERGENCY PREPAREDNESS TEAM

The Multi-Services Advisory Committee will be required to assemble, react, respond and give leadership in the event of an emergency/disaster/crisis. The team shall be called into service by Director or his/her designee. Each team member, if possible, shall suggest an alternate member to participate in any activities required of the team in the event that the primary member is unavailable.

The Director/designated staff (lead teacher and/or Health and Disability Specialist) shall assume the lead. The responsibilities include:

1. Convening the team as necessary.
2. Establishing a command post.
3. Directing the team in its efforts.
4. Assuming the responsibility for any action that requires decisions that may have budgetary implications.
5. Keeping abreast of all federal, state and local requirements as to drills, exercises, etc.
6. Ensuring that every available means of communication is being used, including land and mobile phone lines, radio transmissions, computers, local cable television, hand delivered messages and personal participation.
7. Coordinating with all outside agencies and communicate with teachers/staff/students.
8. Conduct a mock emergency to test the emergency preparedness plan.

The Director, in coordination with the public school superintendent (as stated in the memorandum of understanding) shall convene the entire team at any time or may convene selected members or representatives to respond to a specific event. After any event, the chairperson may convene any/all members to debrief, discuss, and review the actions or responses of the team in order to ensure that the plan that was followed is fast and effective. Areas of improvement and/or changes to the response plan should be implemented.

If the team must be convened, they shall be notified of the location for the team’s meeting. If other response agencies, such as police, fire and/or civil defense, establish a command post, Head Start shall establish a command post in conjunction with that post or shall have a Head Start representative assigned to that post to coordinate information, messages, and responses.
ROLES OF UCHRA VAN BUREN CO. HEAD START STAFF

DIRECTOR OR DESIGNEE’S RESPONSIBILITIES

The Director is responsible for the safety and security of all persons (students, faculty, staff) under her/his jurisdiction. All reasonable efforts within the discreitional powers of the office shall be made to ensure the safety issues are addressed and that steps are taken to protect the assets of the program. In the event that the Director is absent from the Program, the Director’s designee will assume the responsibility for safety and security (Lead Teacher or H/DSS). The Director/designee is responsible for assuring that each person within her/his administration unit can be accounted for and that aid is being given to those requiring medical attention. If necessary, the designee shall take steps to organize the orderly release of students to authorized persons (police, fire, ambulance, parents, family, etc.). If practical, every effort will be made to contact the parent, guardian, or family member of each person, student or staff member who is injured or requiring aid. Until outside assistance arrives, the Director /designee shall take reasonable steps to preserve and protect the life and safety of those under her/his administration.

Also:

1. Develop emergency/crisis/disaster procedures as a part of the over all program safety committee’s crisis management plan; evacuation plans should also be included.
2. Appoint a designee who will be thoroughly familiar with all aspects of the site’s plans and strategies as it relates to emergency/disaster/crisis procedures.
3. Ensure all evacuations and disaster drills are performed as required by state law, local ordinances or board policy. Records of such activity should be maintained.
4. Identify resources to assist the site in the event of an emergency/disaster/crisis.

DIRECTOR

- Direct all operations of the program in the management of the crisis.
- Assess the crisis situation and assign tasks based on the overall needs for managing the crisis.
- Stay in contact with the leaders of the emergency service agencies and the law enforcement agencies working with the crisis.
● Authorize the release of information to the public and identify the spokesperson for the program.
● Arrange for the payment of monies needed to respond to crisis situations; authorize purchases and payments for resources.
● Make recommendations regarding the restarting of the program.
● Report to area hospitals to which students or adults have been admitted for treatment. If more than one hospital is admitting students or adults, assign and direct other staff to assist in those hospitals.

● Coordinate communication among the hospitals and district central office.
● Meet and talk with the parents of students and spouses and/or family members of adults who have been sent to the hospitals.

**HEALTH/DISABILITY SERVICES SPECIALIST**

● Will direct all activities of the Head Start staff.
● Gather communications equipment. (Hand held radios)
  Prepare and maintain “Grab Bags” - ready made supplies, including: 1st Aid kit; Admin-Pens, pencils, markers, Paper; Children- Crayons, markers, assorted paper.
● Establish and maintain a clearinghouse for the community, parents, media, etc., and refer these for the appropriate person or place.
● Communicate with the Van Buren Co. school system/EMA during the crisis period.
● Serve as a liaison between the crisis location site and the emergency support teams that may be needed.
● Coordinate and direct communication between the crisis location site and county and state agencies.
● Coordination and direct the acquisition of water and food supplies when there is a disruption of water if remaining at the Head Start program.
● Supervise the collection of information about those involved in the crisis.
● Check student and staff records for all injured to determine special medical needs that may be on file.
● Assist in the notification of parents of students and spouses of staff involved in the crisis.

**LEAD TEACHER**

● In conjunction with the Health/Disability Services Specialist and direct persons with predefined assignments.
● Establish and implement plans for crisis care.
● Develop letters/information sheets in conjunction with the Family/Community Partnership Specialist parents, teachers and others; information will include topics such as the availability of crisis-care, how to talk to students, signs of depression related to crisis stress, etc.
● Assist with planning post-crisis activities.
● Coordinate briefings with staff.
● Develop a schedule for activities for the first day of school following the crisis.
● Assist the Director with monthly staff meetings following a crisis.

FAMILY/COMMUNITY SUPPORT SPECIALIST

● Report to the Director
● Complete tasks as assigned by Director/Lead Teacher/HDSS
● Develop plans and scenarios in which district technological resources can be dispersed effectively to emergency sites.
● Report to Supervisor of safe Schools at the district central office.
● Supervise the use of the school computer system for communication with the district office and the electronic bulletin board system.
● Provide technical support to the school and district.
Response Procedures
Evacuation of building (on premises)

This procedure shall be engaged in the event that an emergency occurs that requires that the building be evacuated but remaining on premises is deemed safe. Examples of emergencies for this procedure are as follows but not limited to:

- Building Fire
- Damage to Building
- Chemical Hazard

Procedure:

1. Individuals on premises shall become aware of emergency via alarm or hand held radios.
2. Once aware teachers should utilize safety rope for children to safely exit the building, ensuring all children are accounted for.
3. Appointed staff shall grab ready-made supply bag, prescribed medication and then ensure building has been evacuated by performing a sweep and closing doors to indicate room is vacant.
4. Children, staff, and all individuals shall convene at the designated area (ball court at the natural gross motor area).
5. Once convened, roll call shall be performed utilizing classroom roll ensuring all children are accounted for. Roll call shall also be performed for staff and all individuals signed in to building utilizing center sign in/out sheet. Using via hand held radio staff shall confirm all person(s) are accounted for.
6. Once emergency has been accessed, appropriate action shall then be taken. If building is deemed safe, staff shall be informed via hand held radio that the building is clear and entry is safe. If building is deemed unsafe, action shall be taken to inform parents and children shall be evacuated from the premises via bus or parent pick-up. Staff shall offer quiet entertainment in evacuation area if situation last longer than a few minutes (see grab bag for supplies).
Evacuation of building (off premises)

This procedure shall be engaged in the event that an emergency occurs that requires that the building and premises be evacuated. Examples of emergencies for this procedure are as follows but not limited to:

- Floods
- Wildfires
- Chemical Hazards

Procedure:

1. Individuals on premises shall become aware of emergency via alarm or hand held radios.
2. Once aware teachers should utilize safety rope for children to safely exit the building, ensuring all children are accounted for.
3. Appointed staff shall grab ready-made supply bag, prescribed medication and then ensure building has been evacuated by performing a sweep and closing doors to indicate room is vacant.
4. Contact parents by phone when possible to pick up their child.
5. If time does not allow parents to be contacted and we must leave the grounds the following steps will be followed:
   a. Locate and transport emergency contact sheet
   b. Proceed to the Van Buren County elementary school. In the event the roads assessable proceed to the main office of the Fall Creek Falls State Park.
   c. Staff shall offer quiet entertainment in evacuation area if situation last longer than a few minutes (see grab bag for supplies).
6. All staff must remain on duty until all Head Start children are delivered or until otherwise instructed by their supervisor.
Lock Down

This procedure shall be engaged in the event an emergency occurs that requires all person(s) inside the facility to maintain inside the building until instructed otherwise. Examples of an emergency requiring lock down will include but not limited to: Gun Intruder
Tornado
Blizzards
Earthquake
Terrorism

Procedure:
Individuals on premises shall become aware of emergency via alarm or hand held radios.
* Gun Intruder shall be indicated by staff indicating code red. In the event of a gun intruder, individuals and children will move to the designated area of the room that they are currently located and that room shall be locked down until a code green has been indicated via hand held radio.
* Tornado/Earthquake shall be indicated by a series of 4 consecutive rings. In the event of a tornado, individuals and children will convene in the central hallway and assume the appropriate position, remaining until all clear has been sounded.
* In the event of an earthquake, individuals and children are to take cover under a sturdy table until an all clear has been issued.
* In the event of a blizzard, adhere to normal routine as much as possible.

Communication among staff will remain via hand-held radio

1. Take attendance sheets to the central hallway. Double check children present to the attendance sheets.
2. When all clear is sounded, staff will assess injuries,
3. If any children or other personnel are injured, administer first aid.
4. If needed, follow emergency evacuation procedure.
5. If no injuries or problems, return to normal daily schedule unless extenuating circumstances exist.

- The Van Buren Head Start is within close proximity to a prison. It is required that in the event of a prisoner’s escape local law enforcement must be notified. There is an agreement between the local Sheriff’s department and the Head Start that the Head Start will be notified of any such situation. All Head Start Staff will be made aware and thus, stay inside with all doors locked.

- In the event of a wild/unfamiliar animal of reasonable concern being seen/suspected on the premises, Head Start Staff will be made aware and thus, stay inside. Head Start will contact Tennessee Wildlife Resources Agency about the concern.

**NO OTHER PERSON OTHER THAN POLICE AND EMERGENCY STAFF MAY ENTER THE BUILDING REGARDLESS OF HOW IMPASSIONED THE PLEA.**
**Hijacking of Bus**

This procedure shall be implemented in the event that a hijacking occurs. Staff on bus shall remain calm and try to keep children, if present calm/unaware of situation.

**Scenario A:**
1. Bus Driver will state to Hijacker that she must radio Head Start Base or they will suspect issue, explaining, we radio frequently/ have a regular schedule/ etc...
2. To alert Head Start Base of situation without making this aware to the Hijacker the driver will radio Head Start Base and state: “Bus # __SILVER Delayed but in route to homes.”
4. Bus shall radio back “Bus #____SILVER; location.”
5. Head Start Base shall reply, “Head Start base copy, over, out.”
6. Head Start Base will then call police to notify of situation, with details of approximate location.

**Scenario B:**
1. Bus Driver will state to Hijacker that she must radio Head Start Base or they will suspect issue, explaining, we radio frequently/ have a regular schedule/ etc... If Hijacker does not allow radio- driver will keep persisting for contact. Head Start Base will radio the bus if route not completed by 2:55pm Central Standard Time.
2. To alert Head Start Base of situation without making this aware to the Hijacker the driver will radio Head Start Base and state: “Bus # __SILVER Delayed but in route to homes.”
4. Bus shall radio back “Bus #____SILVER; location.”
5. Head Start Base shall reply, “Head Start base copy, over, out.”
6. Head Start Base will then call police to notify of situation, with details of approximate location.
Communication/Media Procedures

COMMUNICATING WITH THE MEDIA

In any crisis situation, the media will likely contact the school first rather than the Central Agency.

A. Procedures

1. When the Director or designee is notified, they will arrive at the scene immediately to assist the Center with the media.
2. The Director will designate an official spokesperson.
3. Set up a location for the media center, outside of the Center building.
4. Because the Center needs the help of the news media to keep the community and parents informed of events as they happen, do not alienate them by being abrupt of saying “No comment”. Rather than “no comment”, you might say “I cannot share that information with you at this time”. Another possibility to keep the media content is to tell them that you will let them know as soon as possible or specify a time for a news conference.

B. IF YOU MUST ANSWER QUESTIONS, REMEMBER:

1. Be prepared. Prepare basic facts truthfully, clearly and concisely in writing for your own use when presenting information to the media. Give factual information, not opinion.
2. Anticipate questions.
3. Before the interview. Stop, check your appearance, reread your notes take a deep breath.
4. Be in control of the interview. Use short direct answers.
5. Do not identify students and/or staff by names or give out names if victims until family members have been notified. Facts should include who, what, when why and how.

Example:
Two of our students were assaulted by three unknown assailants on the south parking lot about 9:30am. Their condition is unknown at this time. Students were transported to the hospital by ambulance. Parents have been notified. The incident is under investigation by local law enforcement officials. The next information will originate from the law enforcement officials.

6. Stay calm no matter what happens. Remain cool and courteous. You know more
about the situation than the media does and you have the “home court’
advantage.
7. Listen carefully. Listen to the question that the reporter is asking and specifically
answer that question only.
8. If irrelevant questions are asked. You may feel comfortable in responding that
the questions are not pertinent to the issue and move on to the next question.
9. Do not “parrot” a reporter’s question.
EXAMPLE: “How are you handling this terrible shock?”
DON’T RESPOND: “We are handling this terrible shock by...”
Respond in your own words, “The students are on their regular schedules.”

10. Always be honest. If you do not know the answer to a question, say so.

However, offer to let the person know as soon as possible. Then do so.

INFORMATION CONTROL

A. Staff will restrict all parents and others until police permit movement in or out of
the building.
B. Emergency staff only may enter the building. No parent(s), regardless of how
impassioned the plea, may enter the building.
C. The Director/designee will work with the police or other emergency/other
applicable personnel to coordinate reports to parents and to the media.