

# Emergency Plans

Fort Valley Youth Center of Excellence

500 Riley Street

Fort Valley, Georgia 31030

478-825-1800

Street intersection: Vineville Street & Knoxville street

Bright from the Start: Georgia Department of Early Care and Learning (DECAL)

Child Care Services- 404-657-5562

For emergency assistance contact 911

## Evacuation

1. The Director or designated person in charge will contact 911.
2. Children's emergency contact numbers will be taken to the evacuation area **Fort Valley Youth Center of Excellence 500 Riley Street** (Open field area adjacent to building) and parents will be notified of the situation.
3. Post a message on the front door of the facility or on the answering machine telling parents where the children have been relocated.
4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area located at (Open field area adjacent to building, **Fort Valley Youth Center of Excellence 500 Riley Street**) unless the wind is blowing smoke or other hazards in that direction. If so, assemble inside at **Kidz Korner Academy**. Be cautious and yield the way for emergency vehicles entering the property.
8. At the assembly area, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
9. Do not re-enter the building until you are given the "ALL CLEAR" command. Many times the situation must be verified as safe, so be patient. Remember, this is for your protection.
10. DECAL will be notified with-in 24 hours by the Director or designated person in charge.
11. Medical supplies including children's medication and emergency contact information should be taken when facility relocates.

## Lockdown

1. Lock outside doors and windows.

2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor. Location for each class are as follows:  
 Art Room| Girls Classroom #1 | Boys Classroom #2 | Boys & Girls Class #3 | Computer Lab  
 Teen Classroom | Teen Game Room | Multipurpose room
6. Maintain calm atmosphere in room by reading or talking quietly to children.
7. Take phones into the designated area. Director or designated person in charge will call 911 to ensure emergency personnel have been notified.
8. Remain in lockdown until situation resolved and police give the all clear.
9. DECAL will be notified with-in 24 hours by the Director or designated person in charge.

**\*Notify parents/guardians about any lockdown, whether practice or real.**

**Shelter-In Procedures** (Tornado/Severe Weather i.e. thunderstorm, ice storm, etc.)

1. An emergency radio with extra batteries is located: In Director’s Office.
2. If a severe weather watch is issued staff will gather children at the shelter-in place located at:  
 500 Riley Street Fort Valley, Georgia 31030

Art Room| Girls Classroom #1 | Boys Classroom #2 | Boys & Girls Class #3 | Computer Lab  
 Teen Classroom | Teen Game Room | Multipurpose room



3. Lead teachers will take a head count to ensure all children are accounted for. Names of any missing children or missing personnel must be given to the Director.
4. Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
5. Staff will keep children calm by reading books and singing songs.
6. Ensure the Director or designee has a fully charged, working cell phone. If possible, the Director will make contact with all parents to let them know of the situation.
7. No children are allowed to leave the Center while a severe weather watch is in effect without the legal parent or guardian.
8. When the threat has passed, staff may continue with the daily schedule.

**Lightning**

1. If outside- move indoors immediately.
2. Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Please note: wires and metal pipes can conduct electricity)
3. Move away from windows. Cover windows with shades or blinds, if available.

**Fire**

1. If heavy smoke or flames are seen or if the fire alarm is sounded staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located at: **Fort Valley Youth Center of Excellence 500 Riley Street** (Open field area adjacent to building).
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
9. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
10. If the building cannot be reentered, then all children will be taken to the designated evacuation area located at name: **118 Neil Street** (Exiting the main entrance of FVYCE, taking a right down Riley Street crossing over Knoxville to Elberta Street to **Kidz Korner Academy 118 Neil Street** )
11. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
12. If the program will be closed for an extended time then DECAL will be notified with-in 24 hours by the Director or designee in charge.

## **Carbon Monoxide Poisoning**

### **Symptoms of carbon monoxide poisoning:**

- Sudden flu-like illness
- Dizziness, headaches, sleepiness
- Nausea or vomiting
- Fluttering or throbbing heart beat
- Cherry-red lips, unusually pale complexion
- Unconsciousness

### **If you suspect carbon monoxide poisoning:**

- Get the victim out and into fresh air immediately.
- Call **911** or emergency medical help at once.
- Get everyone else out.
- Open the windows.

### **To prevent carbon monoxide poisoning:**

1. Be alert for the symptoms of carbon monoxide poisoning.
2. Install and maintain carbon monoxide detectors.
3. Never operate internal combustion engines indoors.
4. Never use a charcoal grill indoors.
5. Have all fuel-burning appliances, flues, vents, and chimneys checked regularly.

## Communicable Disease

1. A child shall not be accepted nor allowed to remain at the Center if the child has the equivalent of a one hundred and one (101) degrees or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat.
2. Parents will be notified of a contagious illness by: The center's Director or Assistant Director
3. Other parents will be notified of a contagious illness by our posting the info in Center Lobby, and contacting each parent via email and phone.
4. The health department will be notified on any communicable diseases as outlined on the communicable disease chart.

## Structural Damage

1. Staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located at: **Fort Valley Youth Center of Excellence 500 Riley Street** (Open field area adjacent to building).
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
9. Building will only be reentered if emergency personnel gives the all clear.
13. If the building cannot be reentered, then all children will be taken to the designated evacuation relocation site at name: **118 Neil Street** (Exiting the main entrance of FVYCE, taking a right down **Riley Street crossing over Knoxville to Elberta Street to Kidz Korner Academy 118 Neil Street** )
10. Medical supplies including children's medication and emergency contact information should be taken when facility relocates. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
11. DECAL will be notified with-in 24 hours by the Director or designated person in charge.

## \*Loss of Water

1. Bottled water will be provided to wash hands, flush toilets and for drinking
2. A supply of bottled water is kept: In Center's Laundry Room and Kitchen.
3. The Director or designated person in charge will contact the water company for assistance if applicable. The phone number is: **Fort Valley Utility Commission 478-825-7701.**
4. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
5. If the water will not be restored with-in 2, hours then all parents and emergency contacts, if necessary will be contacted via phone to arrange for pick up.
6. The program will remain closed until water is restored.

### **\*Loss of Electricity**

1. Flashlights are kept in Center Office and Cabinet in Lobby for emergency use.
2. Curtains and blinds will be opened to provide light.
3. The Director or designated person in charge will contact the power company for assistance.  
**Fort Valley Utility Commission 478-825-7701**
4. If the Center also loses the cooling system, then see emergency plan below.
5. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
6. The Director will make a determination on if the Center can operate safely. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
7. If the program will be closed for an extended time then DECAL will be notified with-in 24 hours by the Director or designated person in charge.

### **\*Loss of Heat**

1. Children will be made comfortable by putting on coats and outer garments.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation
4. If the temperature of the building drops to 65 degrees Fahrenheit or lower the program will then close. All parents and emergency contacts, if necessary will be contacted via phone to arrange pick up.

### **\*Loss of Cooling System**

1. Children will be made comfortable by removing excess clothing and opening windows.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
4. If the temperature of the building rises to 85 degrees Fahrenheit or higher the program will then close. All parents and emergency contacts, if necessary will be contacted via phone to arrange pick up.

**\* If the program will be closed for an extended amount of time do to the loss of any above utilities DECAL will be notified.**

### **Heatwave**

1. Follow the weather watch chart as provided on Bright from the Start website regarding outdoor play.  
<http://www.dec.al.ga.gov/documents/attachments/Weatherwatchchart.pdf>
2. Ensure everyone drinks plenty of water.
3. If loss of air-conditioning occurs, follow emergency plan for loss of cooling system.

*Please note:*

*Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising and have a lower sweating capacity.*

### **Loss of a Child (i.e. loss on site or during a field trip)**

1. Teacher should let the Director know immediately that a child is missing.
2. The teacher will conduct a head count to ensure all children are accounted for.
3. Teacher will write down a description of what the child was wearing.

4. The playground, Center vehicles and bathrooms will be immediately checked.
5. The classroom cabinets and closets will be checked.
6. If child is not located call 911 or emergency personnel. Numbers posted next to:  
**All Classroom and Office Phones**
7. The Director or designated person in charge will contact the child's parents.
8. Director will notify other parents regarding the incident as necessary.
9. DECAL will be notified with-in 24 hours by the Director or designee in charge.

### **Death of a Child**

If a child appears unresponsive:

1. Call for assistance from Director or other staff person.
2. Remove all children away from the child.
3. Do not move the child.
4. Call 911 or emergency personnel. Numbers posted next to: **All Classroom and Office Phones**
5. Contact parents and tell them only that the child is being transported to the hospital located  
**The Medical Center of Peach County 1960 Highway 247 Connector Byron, Georgia 31008**
6. Director or designated staff will notify other parents regarding the incident.
7. DECAL will be notified with-in 24 hours by the Director or designee in charge.

### **Serious Injury**

1. Remove all children away from the injured child.
2. Do not move the child.
3. Provide first aid as trained in an approved First Aid training course until emergency personnel arrive.  
The first aid kit is located: In all classrooms and The Center's Office.
4. Call for assistance as needed.
5. If necessary, Call 911 or emergency personnel. Numbers posted next to: **All Classroom and Office Phones**.
6. Contact parents and tell them only that the child has been injured and is being transported to the hospital located at **The Medical Center of Peach County 1960 Highway 247 Connector Byron, Georgia 31008**
7. Take the child's emergency medical information form(s) with you to the hospital and remain with the child until a parent arrives.
8. Director will notify other parents regarding the incident as necessary.
9. DECAL will be notified with-in 24 hours by the Director or designee in charge.

### **Bomb Threat**

1. Check caller ID if available.
2. Signal to another staff member to call 911, if able. (Write "BOMB threat" on piece of paper, along with phone number on which call was received.)
3. **Before you hang up**, get as much information from caller as possible.

### Ask caller:

- *Where is the bomb?*
- *When is it going to explode?*
- *What will cause the bomb to explode?*
- *What does the bomb look like?*
- *What kind of bomb is it?*
- *Why did you place the bomb?*

### Note the following:

- *Exact time of call*
  - *Exact words of caller*
  - *Caller's voice characteristics (tone, male/female, young/old, etc.)*
  - *Background noise*
  - Do not touch any suspicious packages or objects
  - Avoid running or anything that would cause vibrations in building. Avoid use of cell phones and 2-way radio
4. Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

### Evacuation

1. The Director or designated person in charge will contact 911.
2. Children's emergency contact numbers will be taken to the evacuation area **Fort Valley Youth Center of Excellence 500 Riley Street** (Open field area adjacent to building) and parents will be notified of the situation.
3. Post a message on the front door of the facility or on the answering machine telling parents where the children have been relocated.
4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area located at **Fort Valley Youth Center of Excellence 500 Riley Street** (Open field area adjacent to building) unless the wind is blowing smoke or other hazards in that direction. If so, assemble inside **at Kidz Korner Academy**. Be cautious and yield the way for emergency vehicles entering the property.
8. At the assembly area, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director/designee and emergency official.
9. Do not re-enter the building until you are given the "ALL CLEAR" command. Many times, the situation must be verified as safe, so be patient. Remember, this is for your protection.
10. DECAL will be notified with-in 24 hours by the Director or designated person in charge.
11. Medical supplies including children's medication and emergency contact information should be taken when facility relocates.


## Chemical or Radiation Exposure

1. If emergency is widespread, monitor local radio for information and emergency instructions.
2. Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions. Calmly walk to the outside assembly area located at **Fort Valley Youth Center of Excellence 500 Riley Street** (Open field area adjacent to building) unless the wind is blowing smoke or other hazards in that direction. If so, assemble inside at **Kidz Korner Academy**. Be cautious and yield the way for emergency vehicles entering the property.
3. If inside, stay inside (unless directed otherwise).
4. If exposed to chemical or radiation outside:
  - Remove outer clothing, place in a plastic bag, and seal (Be sure to tell emergency responders about bag so it can be removed).
  - Take shelter indoors.
  - If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.

## Dangerous Person

1. If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.
2. Immediately let staff know of dangerous or potentially dangerous person.
3. Initiate **LOCKDOWN**. (See lockdown procedures)

## Lockdown

1. Lock outside doors and windows.
2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor. Location for each class are as follows:
  - Infant room, the restroom inside the classroom.**
  - One-year old room, the restroom in the classroom.**
  - Two-year-old room, the restroom inside the classroom.**
  - Three-year-old room, the restroom located inside of the classroom.** 
  - Preschool room, the restroom located inside of the classroom.**
6. Maintain calm atmosphere in room by reading or talking quietly to children.
7. Take phones into the designated area. Director or designated person in charge will call 911 to ensure emergency personnel have been notified.
8. Remain in lockdown until situation resolved and police give the all clear.
9. DECAL will be notified with-in 24 hours by the Director or designated person in charge.



**\*Notify parents/guardians about any lockdown, whether practice or real.**

**10.** Call 911 from a safe place.

**If the person is in building:**

- Try to isolate the person from children and staff.
- Do not try to physically restrain or block the person.
- Remain calm and polite; avoid direct confrontation.

**If children are outside:**

- And dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If it is not safe to return to the classrooms, evacuate to designated evacuation site.
- And dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

**Evacuation**

1. The Director or designated person in charge will contact 911.
2. Children's emergency contact numbers will be taken to the evacuation area at **Fort Valley Youth Center of Excellence 500 Riley Street** (Open field area adjacent to building) and parents will be notified of the situation.
3. Post a message on the front door of the facility or on the answering machine telling parents where the children have been relocated.
4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area located at **Fort Valley Youth Center of Excellence 500 Riley Street** (Open field area adjacent to building) unless the wind is blowing smoke or other hazards in that direction. If so, assemble inside at **Kidz Korner Academy**. Be cautious and yield the way for emergency vehicles entering the property.
8. At the assembly area, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director/designee and emergency official.
9. Do not re-enter the building until you are given the "ALL CLEAR" command. Many times the situation must be verified as safe, so be patient. Remember, this is for your protection.
10. DECAL will be notified with-in 24 hours by the Director or designated person in charge.
11. Medical supplies including children's medication and emergency contact information should be taken when facility relocates.

**If children are inside:**

- Keep children in classrooms and initiate **LOCKDOWN**

## Lockdown

1. Lock outside doors and windows.
2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor. Location for each class are as follows:
  - Infant room, the restroom inside the classroom.**
  - One-year old room, the restroom in the classroom.**
  - Two-year-old room, the restroom inside the classroom.**
  - Three-year-old room, the restroom located inside of the classroom.**
  - Preschool room, the restroom located inside of the classroom.**
6. Maintain calm atmosphere in room by reading or talking quietly to children.
7. Take phones into the designated area. Director or designated person in charge will call 911 to ensure emergency personnel have been notified.
8. Remain in lockdown until situation resolved and police give the all clear.
9. DECAL will be notified with-in 24 hours by the Director or designated person in charge.



**\*Notify parents/guardians about any lockdown, whether practice or real.**

## Reunification at facility/with family members

### When returning children to the facility:

1. Calmly walk in a single file line. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. Once inside the facility, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
3. Pick up routines of children by parent(s) should remain as close to normal as possible.
4. DECAL will be notified with-in 24 hours by the Director or designated person in charge.

### When returning children to families at evacuation site:

1. Children should be grouped together by classrooms. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. The center will communicate its location to parents by: **Phone.**
3. Staff will periodically take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.

4. When children are picked up, release signatures from parents should be recorded in a notebook/clip board.
5. DECAL will be notified with-in 24 hours by the Director or designated person in charge.

### **Special Accommodations**

- Medical supplies including children’s medication and emergency contact information should be taken when facility relocates.
- The Director or designated staff person shall have a fully charged, working cell phone with them at all times.
- Keep a weather radio with extra batteries in a central location.
- Maintain an emergency or “ready-to-go” file which includes copies of sign-in/sign-out forms, medication administration forms, and incident/injury forms. The Director or designated staff should be responsible to take the emergency file. Additionally there must be a designated back-up staff person should they be off site or unable to fill this responsibility.
- Take and maintain a current digital photo of each child enrolled in the program that can be used if it is necessary to post the child’s photo to aid in reunification.
- Become familiar with the National Emergency Family Registry and Locator System (NEFRS) and the National Emergency Child Locator Center which have been developed to help reunite families who are separated during an emergency.

