

Definition of an Emergency: Any situation that might involve emergency personnel (fire, police, EMS) or a trip to medical services is an emergency. This applies to any building occupant – staff, children, families, volunteers, visitors – or any immediate building neighbor.

In a Group Care Emergency

Alert and decide – stay in or get out?

Stay in. Shelter in Place (Quiet Code)

- Lock down and stay low.
- Lights out/shades lowered.
- All secure personnel call 911.
- Stay on the line.
- Follow directions of emergency personnel.
- Stay locked down until all clear sounds.
- Stay out of line of sight from doors and windows.

Get out. Evacuation (Alarm)

- Get out and stay out.
- Go to meeting point away from building.
- Everyone call 911.
- Stay on the line.
- Follow directions of emergency personnel.
- Account for all occupants face to face and by name.
- Stay out until all clear sounds.

**Is it a group emergency?
Is it an individual emergency?
Call!
Better safe than sorry.**



For further information:-

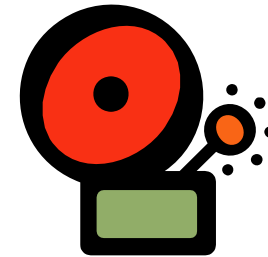
www.fema.gov

**For a downloadable
Crisis/Disaster Response Handbook:-**

www.elcofswfl.org

When Bad Things Happen at Good Facilities

**Fundamentals of Emergency
Response for Non-Residential
Care and Education Facilities
for Children and Adults**



ORANGE COUNTY FIRE RESCUE

Before an Emergency

- Do I have a meeting point away from the building?
- Do I have a pick up point for parents further away from the building?
- Do I have two ways to reach the meeting and pick up points?
- Have I checked my building and property for safe, alternate exits if one exit is blocked?
- Are my exit routes clearly posted?
- Do I have a method to send out a “quiet code” to call for help or warn others of danger? (Examples: intercom, runner, code word)
- Does all my staff know what to do when a quiet code is called?
- Do I have the required number of CPR/First Aid trained staff on premises?
- Do I have staff trained in crisis prevention and intervention?
- Do I have staff trained to deal with a crime scene?
- Do I have wheeled cribs and other rapid transportation for evacuating infants, toddlers and persons with special needs?
- Have I conducted regular drills so staff and children know what to do?
- Have I practiced drills at different times with different conditions and using different exits?
- Have I practiced “shelter-in-place” with my staff and children?

Do I have sign-in and sign-out rosters up to date for each classroom at all times?

- Do I have a working NOAA Weather Radio?
- Have I conducted monthly fire safety checks?
- Do I have a written crisis/disaster response handbook?
- Have I trained my staff to follow the procedures in the crisis/disaster response handbook?
- Do my families know where to find us and how to contact us in the case of an emergency?
- Is my emergency contact information up to date, accessible and portable?
- Do I have a “safe area” in my building secure from high winds?
- Have I trained staff on activity plans for shelter-in-place, lock downs and lock outs and supplied appropriate materials?
- Do I regularly contact my fire alarm monitoring company before drills to avoid costly service fees for emergency response?
- Do I have a grab bag containing current emergency contact information, a first aid kit, activities, diapers, wipes and tissues?
- Do I have a method to unlock secure perimeter gates rapidly in an emergency?



After an Emergency

- Have I contacted my designated licensing or accrediting representative to tell them what has happened and to follow their instructions regarding continued operation?
- Have I left **everything** alone until law enforcement, fire investigators and other authorities tell me it is okay to begin clean up?
- Have I checked with the proper authorities that my building is safe for reentry?
- Have I checked with the proper authorities that my building is safe for return to operation?
- Have I conducted a safety check to ensure that all fire and life safety equipment is restored to full normal operation?
- Have I designated a well-prepared media spokesperson?
- Have I identified and used support services for children, staff and families following the emergency?
- Have I contacted my insurance company?
- Have I made and retained necessary documentation for possible follow up actions?
- Have I considered corrective action for future situations?