



# **Disaster Preparedness Plan for Community Action Commission of Santa Barbara County**

## **EMERGENCY PRIORITIES**

According to Santa Barbara County Emergency Services the priorities for disasters we need to be prepared for are:

1. Fire
2. Earthquake
3. Flood
4. Tsunami
5. Terrorists attack.
6. Other.

## **EMERGENCY CATEGORIES**

- 1) A localized emergency that staff can handle with internal policies. Examples are slip, trips and falls, broken water pipe, minor auto accident, etc.
- 2) A moderate to severe emergency, which may require assistance from the fire department, police etc. Examples are fire, severe earthquake with injuries, hazardous spills, etc.
- 3) A major disaster where large amounts of mutual aid and assistance will be required, recovery time will be extensive and response will involve full local emergency authorities with possible delays. Examples are tremendous earthquake, tsunami, large terrorist attack, flash flood, conflagration of the city, etc.

## **PRIORITY OF ACTION**

Every disaster has a beginning and an end with several stages in between. The priority of action details what actions need to take place as the disaster proceeds.

- 1) Warning or notification. When an event is expected there may be no time to warn people (e.g. earthquake), only a few seconds or minutes to warn people (e.g. tsunami, flash flood), or lots of time to warn people (e.g. wild fire, flood, etc). In all cases the widest and quickest notification of the problem and actions to take need to take place as soon as possible. Since all warning systems have built-in error on the side of safety provisions a certain number of

warnings will be false alarms. Our policy is to use these false alarms as practice rehearsals for the real event.

- 2) Securing people from harm or further harm. Moving people away from the source of danger to prevent injury or further injury. Shutting off gas, electric and water utilities. Moving out of dangerous buildings or situations, etc. Each facility practices the shut-off procedures and evacuation procedures monthly.
- 3) First aid to injured. Applying first aid to any injured person and comfort to the fearful and calling for additional assistance as needed as well as transporting injured to doctor or hospital.
- 4) Waiting out the disaster until people can go home or another safer place. This can often be the longest part of the disaster. In our locations there are sources of entertainment, cards, games, toys, etc.
- 5) Survey and analysis. Reviewing the actions taken in the face of the disaster and taking a critical position as to what went well and what went wrong. It also includes an assessment of the damage and surveying for additional dangers within structures or situations, recording the disaster using photo or electronic means. This phase includes an analysis of how effective the response to the disaster was and what systems, policies or procedures need to be instituted to ensure the response to the next disaster is more effective.
- 6) Redesign and rebuild. As the recovery process proceeds, the lessons learned from the survey and analysis phase are put into the plans for the rebuild. The purpose is to mitigate the damage and injury that might occur when the disaster event occurs again.

## **NOTIFICATION PROCESS**

Being prepared means being informed. CAC provides technology to keep people informed about a threat through the following means:

- A. Small, multi-power source AM/FM radios at each center
- B. Work hours monitoring of emergency radio frequencies using an emergency alert radio located at the central office.
- C. CAC keeps a list of mobile phone numbers of staff to allow contact through cell phones when possible.
- D. CAC staff monitors web and radio broadcasts of developing emergencies during work hours.

## **PREPAREDNESS**

After undergoing a disaster it is important to:

- A. Be able to evacuate to a safe area.
  - a. Approved evacuation plans are in place for all facilities.
  - b. Evacuation plans have been practiced monthly at all locations.

- B. Provide first aid to injured people.
  - a. At least one staff person at each facility has had Red Cross first aid training.
  - b. First aid kits are available at each site.
  
- C. Have communication to summon assistance for victims, know how the disaster is progressing and when there is resolution of the emergency.
  - a. In addition to regular land lines personnel cell phones are present at all locations. While cell sites may not be available during an emergency, local efforts to repair the sites and land lines are a very high priority for all emergency services including phone companies, county resources and private companies.
  - b. Multi-source powered AM/FM radios are present at each of our 41 sites to allow for receiving information about the progress of the disaster and the sources of needed resources. In all cases CAC staff is to follow directives of emergency personnel.
  
- D. Have resources for an extended stay-in-place plan.
  - a. Each facility has a 3 day supply of water and food for an extended stay-in-place plan.
  - b. Approved Earthquake kits are present at all sites and are regularly inventoried and maintained.
  
- E. Have transportation for injured people and to get additional resources.
  - a. Personal vehicles are present at each location to allow for transportation of any injured people or to get additional resources, transport people home, etc.
  - b. All locations are within walking distance of bus services which would allow for additional transportation services as needed.
  
- F. Maintain open relationships with local emergency, safety and planning groups to ensure CAC stays current with local plans and thinking about disasters.
  - a. CAC maintains regular contact with safety groups meeting in the community that are cognizant of current conditions, risk factors and variables local to the Santa Barbara County area. This includes fire and safety engineers, city planners and local officials concerned with public safety.
  - b. CAC receives regular electronic communications about safety concerns, current safety thinking and the newest approaches to public safety.

Attached are the more detailed Policies and Procedures for Emergencies that have been in place since 2001.



## CAC Policies and Procedures

**Subject:** Emergencies and Disasters

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<b>Revised Date:</b>	<b>Supersedes:</b>
<b>Program Area:</b> Health & Safety	<b>Policy Council Approval:</b> 2001

### **Performance Objective:**

Staff will respond appropriately to a variety of emergency situations as they arise.

### **Operational Procedure**

Emergencies fall into three categories, each requiring a different response:

- 1) A localized emergency that staff can handle with internal policies.
- 2) A moderate to severe emergency, which may require assistance from the fire department, police etc. examples are fire, serverø earthquake with injuries, hazardous spill.
- 3) A major disaster where large amounts of mutual aid and assistance will be required, recovery time will be extensive and response will involve full local emergency authorities with possible delays.

At the centers, the Site Supervisor, or designee, will assess the situation and implement the Center Emergency Plan and/or emergency response procedures as conditions warrant. This will include not opening a center that is found to be unsafe upon morning arrival.

At office locations, the Program Manager or designee will do the same as above.

If it is necessary to evacuate the site during an emergency, staff will follow the off site evacuation procedures.

Staff and parents will follow the instructions of local emergency response personnel at all times that such personnel are involved.

Phones and cell phones will be used to contact parents only when emergency authorities have placed no restrictions on phone use.

Whenever possible, the Site Supervisor will contact the Program Manager regarding the emergency. If unable to contact the Program Manager, contact the Program Director.

If the center remains safe, but the disaster does not allow access to the center (such as road closures), staff will remain at the center until parents, guardians or emergency personnel can reach the center.



## CAC Policies and Procedures

**Subject:** Emergencies and Disasters

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Staff will remain with children until they are re-united with their parents or guardians.

During a level three emergency, non teaching staff will report to the Program Manager/Program Director for assignment

Contact with the news media will follow the agency Public Relations/Release of Information Policy (HR0009)

Following an emergency, staff will provide opportunities for parents and children to receive information and support. The Program Manager or Program Director will provide opportunities for staff to process the emergency experience.



## CAC Policies and Procedures

**Subject:** Emergency Preparedness

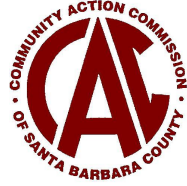
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### **Performance Objective:**

Each Head Start classroom and administrative office will have a written plan, equipment and staff who are prepared for emergencies.

### **Operational Procedure**

1. The Site Supervisor maintains the up date Emergency Disaster Plan (Lic 610) according to Community Care Licensing guidelines and is responsible for site preparedness.
2. The Emergency Disaster Plan will list any children who need special assistance during evacuation due to comprehension or mobility problems. These children will be listed on the Emergency Disaster Plan by their initials and a specific staff person will be assigned to assist them during an emergency. The staff person will not be assigned more than two children.
3. Program Managers and Program Directors, or designee, are responsible for the emergency plans, first aid kits, fire extinguishers and earthquake kits.
4. All Head Start sites and administrative offices have posted evacuation and emergency plans, first aid kits, fire extinguishers and earthquakes kits.
5. Designated staff is certified in Adult and Child First Aid and CPR. At minimum, there is always one staff person on site who is certified.
6. An emergency card is kept of each child at the center in two locations: the child's file and the field trip back pack. Parents are asked to update the emergency card as needed and the Family Service Aide, or designated staff person ensure that emergency and parent contact information is kept up to date.
7. The designated staff person communicates any emergency card changes to enrollment using the Change of Family Status form.
8. Teachers and Caregivers will provide lessons for children on how to respond to an emergency in their ongoing curriculum.
9. Site Supervisor or designee conducts fire and earthquake drills once a month and documents them on the Monthly Safety Check/Fire Earthquake Drill Log.
10. Parents will be informed of the program emergency policies in the parent handbook and encourage having a family emergency plan through parent meeting and parent handouts.



## CAC Policies and Procedures

**Subject:** Fire Preparedness and Emergency

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### **Performance Objective:**

Staff and children will take action to remain safe in the event of fire.

### **Operational Procedure:**

#### 1. Preparedness:

- Fire Drills will be held monthly and documented on the Monthly Safety Check Fire Drill Earthquake Log.
- Teachers pick up the daily attendance, first aid kit and child emergency cards
- Everyone leaves by the prescribed route in an orderly and quiet fashion
- Adults and children will not stop to take personal items
- The designated staff member ensures that the site has been evacuated.
- Adult and child attendance is taken and all adults and children are accounted for

### In The Event of a Fire

2. Anyone who discovers smoke or fire will pull the fire alarm (if applicable) and initiate appropriate evacuation procedures by announcing "Fire Drill".
3. The fire extinguisher will be used where necessary and safe.
4. The Site Supervisor or designee will evacuate the building in a safe and orderly manner following the practiced fire drill procedures.
5. Staff will follow the Center Emergency Plan. The plan includes a designated staff person who makes sure "911" is called for fire emergency.
6. The Program Manager will be notified by calling from a safe location.
7. Fire will be reported to Community Care Licensing within 24 hours.
8. See the Emergency and Disaster policy for follow up with staff, parents and children regarding the emergency.



## CAC Policies and Procedures

**Subject:** Earthquake Preparedness and Response

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### **Performance Objective:**

Staff will respond to an earthquake when warranted

### **Operational Procedure**

#### 1. Preparedness

Staff will include earthquake preparedness appropriate to children's age as part of ongoing curriculum with "Earthquake, Duck, Cover and Hold On" ("Temblor, Agachense, Cubrense y Agarren") as the verbal signal for the drill.

Earthquake preparedness drills will take place on a monthly basis at different times of day and indoor, outdoor locations.

Each center will have a well supplied earthquake kit.

The Earthquake kit will be located for good accessibility in the event of an earthquake.

Heavy items will not be stored on high open shelves.

Tall furniture will be secured to the wall with wall mounts.

#### 2. In the Event of an Earthquake

Indoors: Clearly announce "Earthquake, Duck, Cover and Hold on", get under a desk or table whenever possible.

Outdoors: stand away from buildings, trees, telephone and electric lines. Announce "Earthquake Duck and Cover".

Put Center Emergency plan into action as applicable. Stay calm and assure everyone's safety.

Check for injuries, use first aid as necessary.

Do site safety check: fire, gas, water, sewage breaks, downed electric lines, turn off appropriate utilities, and check for building damage and potential safety problems during



## CAC Policies and Procedures

**Subject:** Earthquake Preparedness and Response

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Aftershocks if gas is smelled, evacuate the building immediately taking the Earthquake and First Aid kit as able.

Use flashlight if necessary, do not light matches or turn on electrical switches if you suspect damage.

Find and prepare a safe area for the children to wait until they are picked up.

Listen to battery powered radio as needed for news and instructions from local emergency services personnel.

Use the telephone only for life threatening emergencies.

Talk honestly to children about the event, expectations about what will happen next and how they feel.

Staff will remain with children until they are re-united with their parents or guardians.

Rational Procedure:



## CAC Policies and Procedures

**Subject:** Earthquake Preparedness and Response

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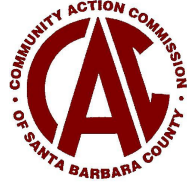
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## CAC Policies and Procedures

**Subject:** First Aid Kits

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### **Performance Objective:**

Each Center and Office location will have a First Aid Kit and a Disaster Kit for use when needed.

### **Operational Procedure:**

#### Classroom First Aid Kits

A well supplied first aid kit will be located in a visible location out of the reach of children. The first aid kit will contain:

- Disposable nonporous gloves
- Scissors
- Tweezers
- Non breakable thermometer
- Bandage tape
- Sterile gauze pad
- Triangular bandage
- Safety pins
- Eye dressings
- Cold pack
- Current American Red Cross Community First Aid and Safety book

A second first aid kit will be located in the field trip backpack and will contain all the above items plus the following:

- A pencil and note pad
- Poison control telephone number
- Soap
- Water
- Copy of Children's Emergency Cards

Minor wounds will be cleaned with soap and water as opposed to antiseptic solutions. Topical ointments will not be used.

First Aid Kits will be restocked after each use. Kits will be inventoried monthly by the Site Supervisor or designee.