



HEAD START EMERGENCY PREPAREDNESS PLAN

INCA Atoka Head Start

371 West 10th Atoka, Oklahoma 74525

Fire Drill Procedure:

1. Upon activation of the fire alarm, teachers will get the emergency backpack and daily attendance sheet and immediately escort their students out and away from the building (as directed by the map posted in the classroom.) Upon arrival at the designated safe area the teacher will call roll and make sure all children are accounted for.
2. The Teachers Aide will go to the area indicated on the fire control panel. If a hazard is found, the Fire Department will be notified. Call 911.
3. If no hazard found, the "all clear" will be voiced orally.
4. When the "all clear" signal is given, students will return to their classes in a quiet and orderly manner.

The Managers will check all Head Start classrooms, gymnasium, playground, kitchen, cafeteria and bathrooms after the children have exited and follow them outside.

Earthquake Procedures:

Have the children get under the tables and form a turtle position. After the tremors stop, follow the fire drill procedure and take the children to the designated safe area. Call roll and make sure all children are present. When the all clear is given you may go back into your classroom.

Severe Weather/Tornado Procedures:

In the event the National Weather Service issues a tornado warning for Atoka County, the Teacher upon receiving notification will announce the warning orally.

1. Teachers will get their emergency backpack and daily attendance and escort their class to the storm shelter.
2. Upon reaching the assigned location, teachers will have the student make a turtle position when commanded.
3. Teachers will take roll and make sure all children are accounted for.
4. Students will remain quiet and listen for directions.
5. Staff will notify the Head Start Director at 580-371-2352.
6. Students will not leave the building unless accompanied by a parent.
7. When the severe weather warning is cancelled, the Teacher will give the "all clear" signal orally.
8. Teacher will monitor the weather radio and keep advised of the situation.

The cooks will check the bathrooms, classroom and playground if all the children are not present and assist the children to the designated safe area.

Shelter in Place:

Severe weather and tornado watches, staff and children will stay in their classrooms and be ready to go to shelters if a warning is issued.

Lockdown Procedure:

A lockdown alert means there is a possible hostile related threat or other danger in the school. The lockdown alert will always be given orally in person or on the intercom system.

- Code Black
 - Given over the intercom means to lock classrooms and stay inside.
- Code Red
 - Given over the intercom means to load the children up in buses and get them off of the premises.

Teachers and T.A.'s Responsibilities:

1. Teachers will lock the classroom doors immediately and close all window blinds. Barricade the doors with furniture if possible.
2. Teachers will assist the children to the safest area in the building away from the windows and doors and will form the turtle position.
3. Teacher will call roll and check attendance.
4. Do not go to the door to check anything unless told to by a police officer.
5. Maintain silence during the lockdown alert.

Crisis Leaders:

- Teachers
- Teachers Aide
- Cooks

Emergency Contact #s:

- Ambulance: Call 911
- Police Officer: Call 911

Media Information:

The Executive Director or the Head Start Director will do all the communication with the media. You may say, "The Executive Director can give you that information."

Once Police advise that the threat has ceased Crisis leader will announce "All Clear" orally in person.

Loss of Electric or Gas Utilities:

The teacher will contact the County Office and report to the Area Supervisor and they will contact the utility company. They will try to ascertain the length of the utility failure.

- PSO Electric 1-888-218-3919
 - Arkla Gas 1-800-722-9790
1. All classrooms will be equipped with a flashlight. Flashlights should be checked on a regular basis to insure they are in working condition.
 2. Students should be kept quiet and calm.
 3. Teachers and Management Staff will advise of the next step whether it be evacuation to the outside, evacuation from the campus or remain in the classroom.

Evacuation:

In the event an evacuation of the building is ordered, transportation will be called to transport students to the following locations:

- Atoka EOC/ Atoka Police Department
1002 West Liberty Road
- Old Atoka Hospital Parking Lot
1501 South Virginia
- Sheffield Furniture Parking Lot
North of Truck Stop South Hw. 69

In the event that eminent danger is in the building the fire alarm shall be pulled and evacuation routes will be followed.

1. Teacher will get the red backpacks and daily attendance record and take children to designated safe area.
2. Teachers will take roll upon reaching the destination.
3. Area Supervisor or Another staff member will notify the Head Start Director.
4. Students will be taken to North parking lot area to load JAMM Transit buses. Teachers will start notifying parents on situation and the location to pick up their children.