

McKinley Site Emergency Action Plan

Organization:	Fairbanks Native Association (FNA) Extended Day Services – McKinley Site
Address:	526 Gaffney Road, Fairbanks, Alaska 99701
Point of Contacts:	Francisca Charriez-Miranda, Head Start Home Based Education Manager (907) 388-0158 Mary Willey, Tribal Home Visiting Director (907) 378-1877 Fran Cachucha, ECD Program Director (907) 347-0688 Isaac Mangum, Bachner Facilities Supervisor (907) 378-0112

Revision History: 9/2022

PURPOSE: To meet OSHA guidance outlined in 29 CFR 1910.38, “Emergency Action Plans.”
 – To meet CARF Recommendations in 1.H.5- To meet CCPO: 7 AAC 41.222. Life and Fire Safety – To meet HSPPS: 1302.47 Safety Practices

POLICY:

- FNA and all associated programs will have an emergency action plan. This plan will be in writing, kept in the workplace, and will be available to all employees for review.
- Upon assignment new staff members will be oriented to this plan, the orientation will be documented, and all staff members will receive annual re-orientation for the duration of their employment.
- This policy will be reviewed annually. Recommendations for updates will be directed to the FNA Health and Safety (H&S) Committee for review and policy updates as necessary.

PROCEDURE:

1. ALERT:

In the event of an emergency situation (e.g. earthquake, fire, general evacuation, etc.) employees will be alerted by the sounding of an alarm and/or verbal announcement.

2. EVACUATION:

In the event of an emergency requiring the evacuation of the facility all staff members, volunteers, visitors, and consumers are to evacuate immediately.

Evacuation will be by means of the nearest available marked exit (see the “Evacuation Map” located in your office and classroom).

3. CHAIN OF AUTHORITY:

The H&S Coordinator, H&S Representative, or a senior staff member on site at the time of the emergency will assume responsibility to ensure all staff, volunteers, visitors and consumers meet at the rally points and to represent FNA once emergency responders arrive.

The H&S Coordinator, H&S Rep or a senior staff member will make the determination and announcement of when the emergency has ended or whether additional actions need to take place.

4. ASSEMBLY:

All evacuees will meet at the rally points – **Gross Motor Room and Classroom 1 (“Evergreen”) to the east corner of the playground using ramp at front of the building for evacuation; Classroom 2-4 and all other occupants to the west corner of the playground in the parking lot** – occupants of the playground will remain there. Once at the rally points all occupants will remain there until released.

5. ACCOUNTABILITY:

All Individual Family Visits at the McKinley Site will be documented on the Home Visitors/Parent Educators Outlook Calendar and staff is required to use ADP to log in their attendance.

In the event of an evacuation, the senior staff member present will verify Outlook Calendar and ADP to facilitate a thorough head count at the rally points using their work cellphones. The head count will be conducted by the senior staff member present.

To help in reporting accountability Home Visitors/Parent Educators will utilize their emergency evacuation plan binder “green” or “red” sign, green meaning that everyone is accounted for and red that they are not.

Any discrepancies between rosters and the head count will be reported to emergency responders immediately.

6. FIRE EXTINGUISHERS:

Portable fire extinguishers are available for use by staff members. The use of fire extinguishers should not delay the evacuation of the facility. The Fire Extinguishers & Eyewash Stations will be checked the first Friday of each month by the Home Based Education Manager or designated Supervisor.

7. CRITICAL OPERATIONS:

Critical operations shutdown procedures are not required. No staff member is authorized to delay the evacuation for this purpose.

8. IMMEDIATE MEDICAL CARE AND CONTINUATION OF SERVICES:

Staff members who are certified First Aid/CPR may render immediate medical care to employees and visitors, subject to the arrival of emergency medical services. As soon as staff and visitors arrive to the rally point, each should be evaluated to ensure that they do not need First Aid or medical care. If staff or visitors are in need of First Aid or medical care and help has not arrived, employees certified in First Aid/CPR may begin treating the individual to the best of their abilities immediately until emergency response providers arrive on scene.

9. ADDITIONAL INSTRUCTIONS:

- All staff and consumers are to remain at the rally points until released. Volunteers and visitors are encouraged to stay. Should they decide to leave, log the time when they left the area in the Emergency Evacuation Paper Version Form or in the Emergency Evacuation Child Plus Module Report under Additional Notes.
- Inclement weather/extended shelter: In the event of inclement weather conditions or the need for extended shelter, an initial head count will be conducted at the rally points. All evacuees will then move to the Literacy Council (directly across the street from the playground outside the main entrance) and will remain there subject to further instructions.

10. EMERGENCY SPECIFIC CONSIDERATIONS:

A. FIRE:

- **Home Visitors:** Will grab class backpack then aid children and families evacuate the building using the classroom Emergency Doors and guide them to the rally points.
- **Home Based Education Manager/On-site Authority:** Will sweep the facility to ensure a complete evacuation (e.g. check bathrooms, closets, hiding places, etc.). Education manager / On-site authority will also grab Emergency Disaster Kit located in the front area of the building, will exit the premises using Main entrance then will verify head count with Home Visitors using Outlook Calendar and ADP if needed.

B. LOCKDOWN:

In the case of an intruder or potential or active violence in the workplace situation take the following action:

- If the threat is in the building:
 - The person engaged with the threatening individual should initiate the silent alarm phrase by contacting another staff member and referencing “**Red Folder.**” (Example: “Jane, would you please get me the red folder?”)

- If the person engaged with the individual is alone, he or she will attempt to send an inconspicuous email/text message to someone else in the facility, notifying them of the situation.
- The person who receives the **“Red Folder”** notice should:
 - Inconspicuously and immediately call 911.
 - Inconspicuously notify other staff members of the situation.
- Once alarmed occupants will:
 - Close and lock interior doors to offices, residential rooms and work areas.
 - Draw the curtains.
 - Gather in locked areas away from doors and windows and remain quiet.
- All occupants will remain in this posture until notified by the on-site authority that the scene is clear.
- If the threat is outside the building:
 - Immediately call 911.
 - All staff, families and children are to gather in the classrooms.
 - Close and lock doors and draw curtains.
 - All occupants will remain in this posture until notified by the on-site authority that the scene is clear.

For these measures to remain effective, staff members will not use the silent alarm phrase unless there is a threat. (The silent alarm phrase is to remain confidential among staff).

Active Shooters:

- **RUN**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether other agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any law enforcement
- Do not attempt to move wounded people
- Call 911 when you are safe

- **HIDE**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (e.g., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off any source of noise (e.g., radios, televisions)
- Hide behind large items (e.g., cabinets, desks)
- Remain quiet

*If evacuation and hiding out are **not** possible:*

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

- **FIGHT**

As a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

(For more information on an Active Shooter situation, please refer to Chapter 6 Workplace Violence, Section 6-10.) –

C. NATURAL DISASTERS:

- **Severe Electrical Storm:** Unplug electrical equipment. Refrain from telephone use. Cell phones may or may not be operational.
- **High Winds:** Everyone should move to the center of the building to the Teachers Workroom remaining away from exterior walls, doors, and windows. Crouch down with head between knees and protect heads with arms.
- **Earthquake:**
 - If Indoors
 - DROP to the ground; take COVER by getting under a sturdy table or another piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
 - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
 - Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you.
 - Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking.
 - Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
 - If Outdoors
 - Stay there.
 - Move away from buildings, streetlights, and utility wires.
 - Once in the open, stay there until the shaking stops.
 - If in a Moving Vehicle
 - Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
 - Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

- If Trapped Under Debris
 - Do not light a match.
 - Do not move about or kick up dust.
 - Cover your mouth with a handkerchief or clothing.
 - Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

D. BOMB THREAT:

- Suspicious packages/notes:
 - Do not move or handle suspicious packages or letters threatening a bomb.
 - Leave these items where you find them and contact 911.
- By telephone:
 - Attempt to keep the caller on the phone for as long as possible.
 - Do not hang up the phone even if the caller hangs up.
 - If possible, notify someone to contact 911 while the caller is still on the phone, follow their instructions.
 - Bomb threat documents will be posted next to each telephone.
 - The person receiving the threat will record as much information as possible on this document to include, but not limited to:
 - Date and time of call
 - Gender of Caller
 - Background noises
 - What kind of treat?
 - Why is the threat being made?
 - When will a detonation occur?
 - Who is the threat against?

E. Utility Failures:

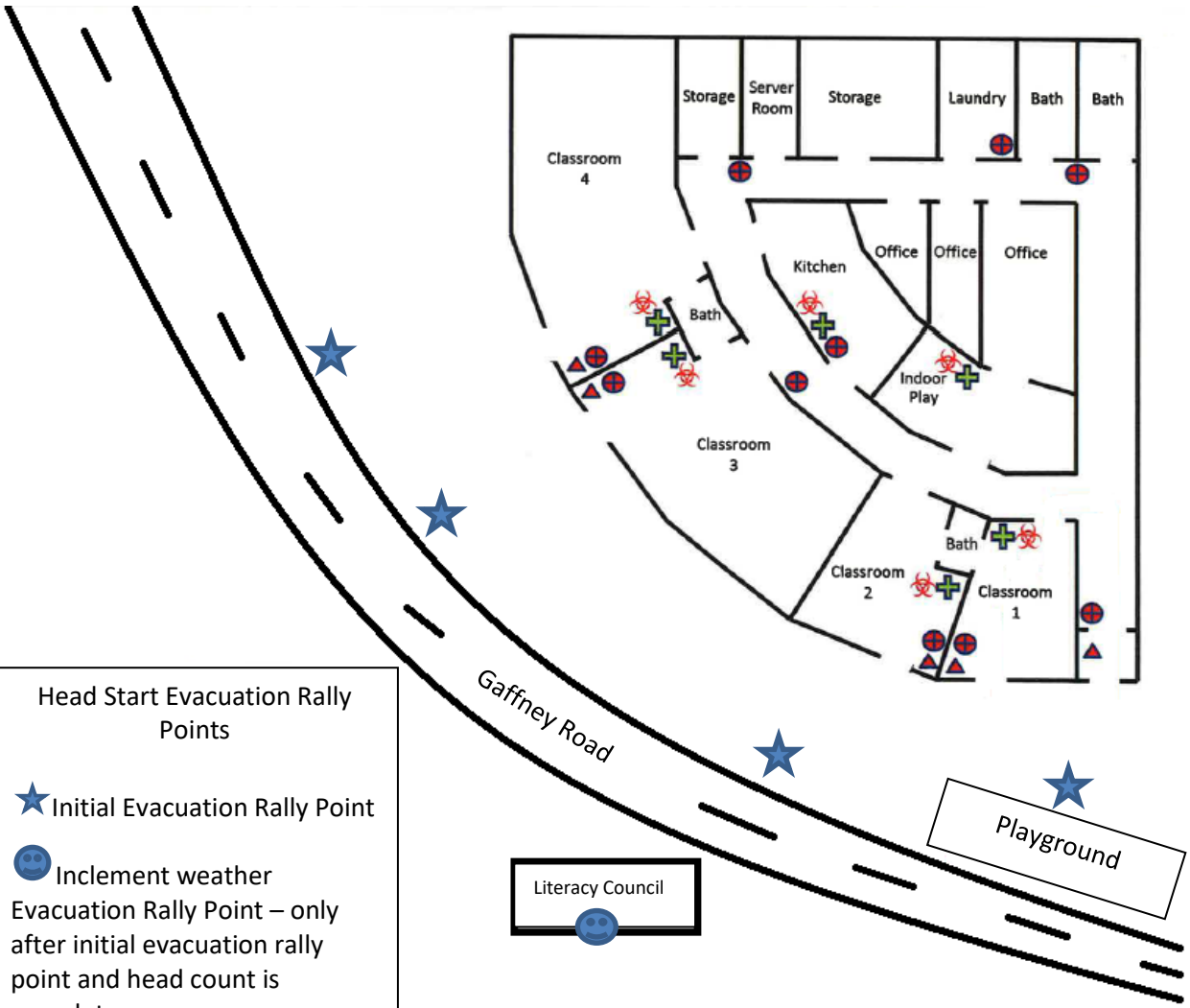
- Utility failures include loss of electrical power, gas, potable water, and water.
- During the hours of 8 AM – 5 PM Monday through Friday, contact your supervisor or person in charge of the Site if no response then contact Isaac Mangum (Bachner Facilities Supervisor) (907) 378-0112 as soon as a failure occurs.

- If the failure occurs between 5 PM – 8 AM, on a weekend, or a holiday, contact the necessary agency regarding the issue: (All the phone numbers listed were verified)
 - Power Failure – Golden Valley Electric: 452-1151
 - Press 1
 - Fire Alarm & Electrical Problems – Amped Electric: 451-6971
 - Cooling/Plumbing/Heating – Altrol: 452-8680
 - Fuel – Alaska Petroleum: 488-2575

F. Medical Emergencies:

- In the absence of breathing or a pulse:
 - Initiate CPR (if trained) or find a staff member who is trained.
 - Call 911 for an ambulance to transport the individual to Fairbanks Memorial Hospital (FMH).
- If heavy bleeding occurs:
 - If First Aid certified control the bleeding following Universal Precautions.
 - Call 911 for an ambulance to transport the individual to FMH.
- Once the individual has been transported:
 - Contact a family member if possible.
 - Notify your supervisor.
 - Complete an Incident Report.

HS ED Manager	Date
HS Program Director	Date
THV Program Director	Date
Executive Director	Date
H & S Coordinator	Date



Head Start Evacuation Rally Points

- ★ Initial Evacuation Rally Point
- ☺ Inclement weather Evacuation Rally Point – only after initial evacuation rally point and head count is complete