



Child Development and Clinical Service Programs

"Specialized Services for Children with Special Needs"

Emergency Disaster Plan

**CurtisCARE Child Development
and
Clinical Service Programs**

20920 Chico St. Carson, CA 90746

Phone: (310) 604-4404

Secondary Phone: (310) 604-4411

Email: LucinaM@CurtisCARE.org

Secondary email: SherriP@CurtisCARE.org

**This Disaster Plan is updated biannually and available at:
www.CurtisCARE.com/Emergency**

Emergency Coordinator: Lucina Mena 562-869-0646

Emergency kit location(s): Lobby and playground exit door

Date Completed: March 2018

Emergency Policy

The CurtisCARE Child Development Center has contingency plans for emergencies. Emergency supplies are maintained on site and staff members are trained to know their responsibilities and locate these supplies if the program is compromised. Consumer and staff safety are the highest priority.

In an emergency, staff will line up consumers and quickly leave the building through the nearest exit. Immediately after leaving the building, staff will either gather in the parking lot of CurtisCARE or in the designated space listed below.

Emergency Contacts

Contact	Phone	Website
Fire/Rescue	911	911.gov
Police	911/ (310) 830-1123	Lapdonline.org
Hospital Harbor UCLA	(310) 222-2345	harbor-ucla.org
Poison Control	(800) 222-1222	Aapcc.org
Emergency Management	(310) 887-2210	Carson.org
Electric Company		
Water Company		
SMS Transportation	(310) 527-9200	

Critical Contacts

Contact	Title	Phone	Email
Sherri Patton	Director	310-946-2999	SherriP@curtisicare.org
Lucina Mena	Program Director	(310) 989-6144	Lucina@curticare.org
Curtis Jenkins	Exec. Director	(310) 629-5929	curtis@curtisicare.com

Neighborhood Resources

Resource	Phone	Address
Nearest Pay Phone	(310) 518-9206	21737 S Avalon Blvd. Carson, 90745
Martin Luther King Center for Public Health	(323) 568-8100	11833 Wilmington Blvd. L.A. 90059
Generator Rental	United Rentals (310)527-9858	13316 S. Western Ave Gardena, 90249
Temporary Shelter	American Red Cross (310)445-9900	11355 Ohio Ave L.A. 90025
Neighboring Businesses	IKEA (888) 888-4532	20700 S Avalon Blvd, Carson, 90746

**Rosie get contact info and permission
acknowledgement from IKEA**

Emergency Management

Name	Role
Sherri Patton	<p style="text-align: center;">Incident Commander: Lead evacuation, choose route and destination. Assign roles as needed.</p> <p style="text-align: center;">Parent/Guardian Liaison: Contact parents after incident.</p>
Lucina Mena	<p style="text-align: center;">Emergency Response Correspondent: Call 911</p> <p style="text-align: center;">Head count: Count consumers and staff prior to evacuation and after</p>
Connie Villarreal	<p style="text-align: center;">Resource Retrieval: Retrieve sign – in sheet and emergency kit</p>
	<p style="text-align: center;">First Aid: Administer first aid to consumers and staff</p>
Patricia Watson	<p style="text-align: center;">Utility Inspection: Inspect and if necessary, shut down gas, electricity, water, etc.</p>

Preparing Staff for Emergencies

1. All staff members will have an opportunity to check on their homes and family members as soon as possible.
2. Staff will be encouraged to have a family or home emergency plan. This increases the likelihood that staff and their families can cope with the disaster without outside help.
3. All staff will be trained in basic emergency preparedness on a regular basis.

Facility Preparation

- | | Date Done |
|--|-----------|
| 1. Secure all furniture, appliances, and other freestanding objects. | _____ |
| 2. Move heavy and large items to lower shelves in closets and cabinets | _____ |
| 3. Check cabinet doors to be sure they can be closed securely. | _____ |
| 4. Remove or isolate flammable materials. | _____ |
| 5. Clearly mark your gas and water shut-off valves.
Post legible step-by-step instructions for shutting off each one. | _____ |
| 6. Keep a conveniently located set of tools to facilitate prompt
gas shut-off. (Pipe and crescent wrench) | _____ |
| 7. Post a Facility Evacuation Plan in an area accessible to the public | _____ |

Locations

- Emergency kit: *2 exit doors*
- First aid supplies: *Director's Office, Main classroom*
- Wrenches and other tools: *Kitchen*
- Fire Extinguishers: *All rooms*
- Portable radio and extra batteries: *Office*
- Flashlight and extra batteries: *Office*
- Food and water: *Kitchen, supply room, emergency kit by back door*
- Garbage bags and duct tape: *Kitchen*

Evacuation

Each staff member has been provided with our relocation policy as well as a Disaster Plan with all emergency phone numbers. Parents and guardians have also been informed of our relocation policy. This will ensure that during an emergency, even if communication lines are not available, all interested parties will know where the consumers will be.

CurtisCARE staff holds evacuation, earthquake, and fire drills monthly.

Evacuation Drill

Earthquake Drill

Fire Drill

Date: **FILL IN THE PREVIOUS AND CURRENT DATES**

Date: _____

Date: _____

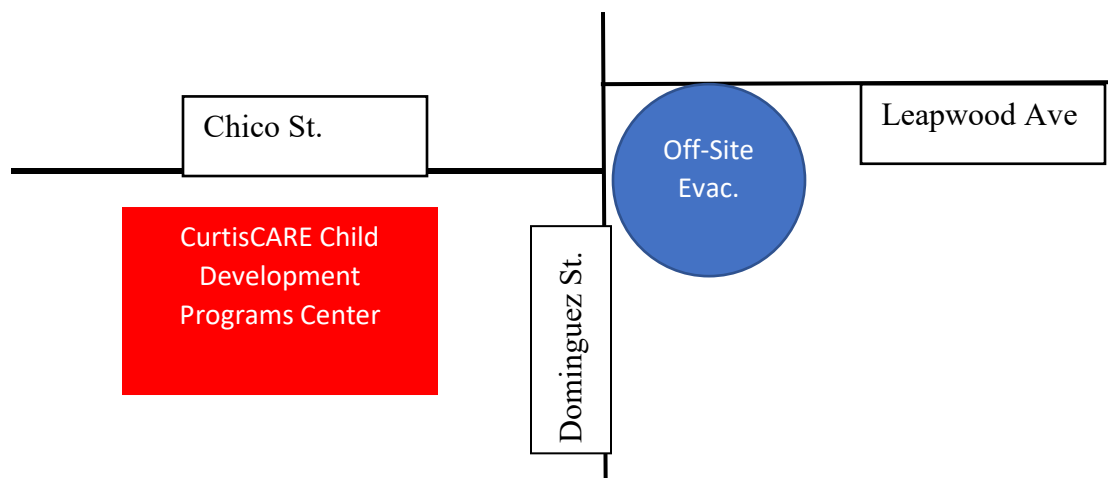
Evacuation Procedures shall be followed:

Onsite Evacuation: (In the event of utility outage)

Children will be evacuated together out of the nearest exit. Immediately after evacuation, staff and children will gather in the parking lot of CurtisCARE OR across Dominguez to the backside of the South Bay Pavilion.

Offsite Evacuation: (fire, gas leak, bomb threat, flooding, hazardous chemical release, natural/terrorist or manmade threat)

Children will be escorted by staff and evacuated together out the nearest exit. Immediately after evacuation, staff and children will walk across Dominguez St. (grassy area @ Leapwood Ave) to the backside of the South Bay Pavilion.



Reverse Evacuation: (suspicious or criminal activity occurring nearby)

Commander shall move children and staff into the back of the building as necessary to avoid danger/emergency outside.

In the event of any situation that would cause the need to perform any of the evacuations, all staff shall adhere to the following:

- The Director or designee will call 911 and indicate the need for assistance.
- Evacuate all consumers and staff members to the designated safe area as quickly as possible.
- Before leaving the building, confirm attendance by conducting a head count to ensure all consumers and staff members are accounted for. Designated staff will bring sign -in sheet along to the evacuation site.
- During the evacuation, consumers and staff should adhere to predetermined evacuation routes as much as possible. However, Director should not hesitate to alter the designated route if determined to be unsafe.
- Gather children together and supervise an orderly evacuation to the designated area.
- Emergency disaster packs; including consumer emergency information, are carried out by designated staff.
- Once consumers and staff are at the designated area, a second head count is conducted.
- No person should return to the center until it is deemed safe by the proper authorities.
- Notify parents.

Parent Reunification

After evacuation, the following procedures will be followed to reunite children with parents/guardians/emergency contact as soon as it is safe.

Upon enrollment; Parents/guardians are provided:

- Information on each evacuation site.
- Contact information for Director

Notification:

Parent/guardian contact numbers and other emergency contacts are located in emergency kits.

Release:

Children will only be released to contacts listed on the child's emergency form with proper identification.

Emergency Reference Guide

This reference guide addresses our procedures in the case of the following events:

- Utility failure
- Bomb threat
- Earthquake
- Fire
- Infectious Disease/Contagion Outbreak
- Violent Situations

It is important that staff members know how to respond during emergencies to ensure their safety and the safety of the consumers.

Utility Failure

According to Southern California Edison (www.sce.com), in the event of a utility failure the following steps should be initiated.

Power Outage: In the event of a power outage, all staff must remain calm and assure consumers that everything is under control. Each classroom has flashlights.

The following steps need to be taken after the flashlights are located:

1. Turn on all flashlights.
2. Turn off or unplug electrical equipment that may be a hazard.
3. Designated staff checks the circuit breaker.

4. If the breaker cannot be reset and there is a more serious problem that persists for longer than an hour, the designated staff member needs to notify parents/guardians of each consumer.
5. Consumers can return the next day when the power has been restored.

Water Leaks/Plumbing Failure:

1. Discontinue the use of all electrical equipment and vacate the immediate area.
2. Evacuate building if severe.

Adhere to evacuation guidelines

3. If the problem cannot be resolved, transportation services will transport consumers to their usual drop off locations or consumers can be picked up by their parents. Consumers will be notified when they can return to the program.

Natural Gas Fumes/Suspected Leak:

1. IF gas leak is suspected, do not attempt to find a leak or shut off utility valves.
2. CEASE all operations and immediately vacate the area.
3. Do not switch on or off any lights or electrical equipment. Use flashlights if light is needed.
4. Staff will follow the guidelines for an Offsite evacuation.
5. Transportation services and parents notified. Consumers may return the next day if all is resolved.

Bomb Threat:

According to NEA Healthy Futures School Crisis Guide (<http://healthyfutures.nea.org/wpcproduct/school-crisis-guide>), the following steps will be initiated

If a bomb threat is called into the center the staff member that answers the phone must:

Keep the caller on the line as long as possible.
Record information as quickly and accurately as possible.
Obtain the following information: <ul style="list-style-type: none"> ▪ The time the call was received. ▪ The caller’s exact words. ▪ A description of the caller’s voice.
Ask the following questions: <ul style="list-style-type: none"> ▪ Where is the bomb located? ▪ When is the bomb set to go off?

1. Take swift action.
2. Immediately notify other staff and prepare to evacuate the building.
3. Call 911 immediately.
4. Follow evacuation plan.

Earthquake:

According to the Governor's Offices of Emergency Services (Cal OES) the following steps should be taken in the event of an earthquake

1. Staff members should immediately guide the consumers under a table or in a doorway.
2. Stay away from glass, windows, and outside doors. Watch for falling debris or cabinets that may fall over or slide across the floor.
3. Do not leave the building until the motion stops and it is safe. Staff should keep the consumers where they are.
4. Prepare for aftershocks.
5. Once motion stops, check for injuries.
6. Follow guidelines for an on-site evacuation.
7. Notify parents and transportation.

Fire:

According to the Governor's Offices of Emergency Services (Cal OES) the following steps should be taken in the event of a fire

1. A designated staff member should search the building and identify the rooms that the fire is located.

Once fire is located:

2. All staff and consumers STAY LOW to the ground.
3. Before going through a door to exit, staff should feel for heat. If door is hot, choose another route.
4. If all exits are blocked, a designated staff should immediately use the fire extinguishers.
5. Close doors once a room has been evacuated to contain any fires.
6. Use emergency exit furthest from fire.
7. Follow evacuation guidelines.
8. Notify parents and transportation.

Infectious Disease/Contagion Outbreak:

According to The Emergency Medical Services for Children (www.jercny.org), in the event of an infectious disease outbreak the following steps should be taken

1. Consumer or staff member will be isolated immediately from the rest of the occupants in the building. If the infected person is a consumer, one staff member will be designated to monitor him/her until transportation arrives.

2. All staff will be immediately made aware.
3. Notify CurtisCARE Administrators.
4. Fill out a Special Incident Report.
5. All parents/guardians with consumers attending will be notified.
6. Transportation company will be notified.
7. Thoroughly clean and disinfect all tables, chairs, restrooms, toys, surfaces, carpets, and floors.

Violent Situations:

According to The Emergency Medical Services for Children (www.jcrcny.org), in the event of a violent situation the following steps should be taken

Potentially violent events such as a hostage situation, disgruntled person, active shooter, community violence, unstable custody disputes, or other physical or verbal threats.

These require a lock down procedure.

Violent Intruder:

1. Immediately call 911.
2. Move all staff and children to office and away from window.
3. Close and lock all office doors.
4. Remain in office until law enforcement arrives.
5. Notify parents and transportation.

Active Shooter:

1. If able to escape, quickly evacuate children to off-site area.
2. Call 911.
3. If unable to escape, hide staff and children in pre-designated areas.
4. Call 911.
5. Remain in hiding place until law enforcement arrives and diffuses situation.

Physical and Verbal Threats:

1. All threats will be taken seriously.
2. Report and document any threats directed towards the consumers or staff members.
3. Call police station and make a report.
4. Staff members involved in the altercation should be separated. Appropriate administrative actions will be taken to insure the safety and well-being of the consumers.

Overnight Care of Consumers

In the case of an emergency where the roads and access areas may be compromised and there is no way to transport consumers to a safe relocation site, CurtisCARE Child Development Center is prepared to ensure the safety of our consumers. The facility is equipped with emergency supplies including non-perishable food items and water in the unfortunate event that the consumers would need to stay overnight until assistance is able to reach the center.

Emergency Kit Contents

1. Consumer emergency information card
2. 3-day supply of non-perishable food
3. Can opener
4. Paper plates, plastic cups and utensils, paper towels
5. Moist towelettes, garbage bags and plastic ties
6. Water
7. First aid kit
8. Warm blankets
9. Matches in a waterproof container
10. Fire extinguisher
11. Wrench or pliers to turn off utilities
12. Battery-powered or hand-cranked radio and extra batteries
13. Flashlights and extra batteries
14. Cell phone with charger
15. Whistle
16. Cash

Worker's Compensation

In the event of a staff injury the designated urgent care facility:

U.S. HealthWorks Medical Group

2499 S. Wilmington Ave.

Compton, CA 90220

Telephone: (310) 638-1113

Fax: (310) 638-8042

I have read and received a copy of the CurtisCARE Emergency Disaster Plan

Print Name

Signature

Date