

Selah GymKids Emergency Procedures Handbook

Evacuation

- Stay calm
- Go to evacuation locations:
 - Fire- Gym side** evacuates to North Park Lodge parking lot or board room
 - **KidsClub side** evacuates to North side of Selah Clinic
 - Earthquake-** All gym evacuates to open field on south side of building (watch for power lines)
 - Gunfire, Bomb threat, Flood, and Hostage situation -** evacuate to North Park Lodge
- Designated instructors are responsible for:**
 - All children in class (keep children together by making a chain)
 - Backpack (with emergency contact info)
 - Medication box
 - Emergency bucket & first-aid kit
 - Cell phone (KidsClub side)
- All other instructors are responsible for:**
 - All children in class (keep children together by making a chain)
 - Backpack (with emergency contact info)
- Emergency bucket** contains flashlights/lantern, duck tape, plastic gloves, first-aid kit, garbage bags, hand wipes, accident report forms, and hard candy.
- Take roll to be sure everyone is accounted for.
- Contact the owner & director (if not in attendance)
- Contact parents to pick-up their child(ren).
- Use the crisis sign-out sheet as parents take responsibility for their child(ren).
- Parents trying to get a hold of KidsClub may call the gym cell phone, 509-406-5018.

Fire Protection & Prevention Policies

- Selah GymKids will keep evacuation routes by doors and make sure parents and children know them.
- Selah GymKids will have monthly fire drills. In some cases we will inform staff of the specific time of the drill. There will also be unannounced drills. All drills are to be considered real and we should respond accordingly.
- Each classroom is equipped with an emergency alarm and fire extinguishers are located in designated areas of the building. It is the responsibility of each staff member to know the location of the alarm and fire extinguisher throughout the building.
- Staff trainings will be held regularly on use of the fire extinguishers.
- Fire extinguishers and smoke detectors will be checked regularly and replaced as needed.
- Electrical equipment and cords will be kept in good repair. It is the responsibility of each staff member to report any concerns they might discover about whether equipment is safe.

Fire

If any staff member should encounter a fire emergency:

- Sound the alarm
- Go to evacuation locations:
 - Gym side** evacuates to North Park Lodge parking lot or board room
 - KidsClub side** evacuates to the north side of Selah Clinic

Designated instructors are responsible for:

- All children in class (keep children together by making a chain)
- Backpack (with emergency contact info)
- Medication box
- Emergency bucket & first-aid kit
- Cell phone (on KidsClub side)

All other instructors are responsible for:

- All children in class (keep children together by making a chain)
- Backpack (with emergency contact info)

Office personnel are responsible for anyone in:

- Bathrooms
- Office
- Parent viewing area

- Call 911
- Take roll to be sure everyone is accounted for.
- Contact the owner & director (if not in attendance)
- Contact parents to pick-up their child(ren).
- Use the crisis sign-out sheet as parents take responsibility for their child(ren).
- Parents trying to get a hold of KidsClub may call the gym cell phone, 509-406-5018.

Lockdown

- Close and lock all doors
- Hang a "Lockdown" sign on all exterior doors
- Group all classes together away from windows and doors.
- Take roll and wait for further instructions
- Do not open doors until "all clear" notice is given.
- Send parent notification home with each child on the day of the event.

In the event of a toxic gas leak, do the following:

- Turn-off air conditioners and exhaust fans

- Tape around doors, windows, and vents, and place wet towels at the bottom of outside doors.
- Wait for further instructions

In the event of an extended lock down (2-3 days), we will provide for the children:

- Comfort and safety
- Food and water
- Fun activities
- Rest times
- Exercise

If we have to evacuate the center, we will be following the emergency broadcast system's evacuation plan.

Severe Weather/Loss of Utilities

Severe weather approaching/Loss of utilities due to severe weather:

- Center will close due to severe weather or loss of utilities.
- Contact the owner & director (if not in attendance)
- Parents will be notified to pick-up their child(ren).

Flood

In the event of flooding due to pipe breakage, the following steps should be taken:

- Evacuate building to North Park Lodge.
 - Designated instructors are responsible for:**
 - All children in class (keep children together by making a chain)
 - Backpack (with emergency contact info)
 - Medication box
 - Emergency bucket & first-aid kit
 - Cell phone (on KidsClub side)
 - All other instructors are responsible for:**
 - All children in class (keep children together by making a chain)
 - Backpack (with emergency contact info)
 - Office personnel are responsible for anyone in:**
 - Bathrooms
 - Office
 - Parent viewing area
- Shut-off power to building**
- Take roll to be sure everyone is accounted for.
- Contact the owners & director (if not in attendance).
- Contact parents to pick-up their child(ren).
- Use the crisis sign-out sheet as parents take responsibility for their child(ren).
- Parents trying to get a hold of KidsClub may call the gym cell phone, 509-406-5018.

In the event of natural flooding near the center, the following steps should be taken:

- Contact the owner & director (if not in attendance).
- Contact parents to pick-up their child(ren).
- Use the crisis sign-out sheet as parents take responsibility for their child(ren).
- Parents trying to get a hold of KidsClub may call the gym cell phone, 509-406-5018.
- If parents are unable to get to the center in a timely manner, we will transport children to higher ground, Selah High School front entrance, until other arrangements can be made.**

Gunfire

If gunfire is heard nearby or there is a threat of gunfire staff should shout, "Hit the Deck!"

At this command all children whether inside the building or outside should lie flat on the ground or floor. Practice this with classes regularly.

If gunfire or threat is inside the building:

- Staff and children should stay down until notified that it is safe to move
- Call 911
- Go to evacuation locations:
 - Gym side evacuates to North Park Lodge board room
 - KidsClub side evacuates to Save-On Foods
- Designated instructors are responsible for:**
 - All children in class (keep children together by making a chain)
 - Backpack (with emergency contact info)
 - Cell phone (KidsClub side)
- All other instructors are responsible for:**
 - All children in class (keep children together by making a chain)
 - Backpack (with emergency contact info)
- Do not allow anyone to leave the room.
- Wait for further instruction from Police Department.

If gunfire or threat is outside the building:

- As soon as it appears safe for people to move get everyone indoors & away from windows & doors.
- Lock all doors and initiate "Lockdown".
- Call 911
- Each instructor gather class and take roll.
- Do not allow anyone to leave the building.

- Wait for further instruction from Police Department.

Earthquake

An earthquake will not give warning when it will occur. Once you are aware of an earth quake, take the following steps:

- Instruct everyone to duck and cover (under tables, bleachers, doorways, or in a corner, and turn away from windows.)
- Prop-open all doors to minimize jamming as the building shifts.
- Once the quake is over, evacuate to the open field on the south-side of the building (watch for power lines)

Designated instructors are responsible for:

All children in class (keep children together by making a chain)
Backpack (with emergency contact info)
Medication box
Emergency bucket & first-aid kit
Cell phone (on KidsClub side)

All other instructors are responsible for:

All children in class (keep children together by making a chain)
Backpack (with emergency contact info)

Office personnel are responsible for anyone in:

Bathrooms
Office
Parent viewing area

- Shut-off gas, water and utilities.
- Take roll to be sure everyone is accounted for.
- Set-up outdoor first-aid stations and treat injuries according to severity.
- Document injuries so that they can be reported to disaster agencies.
- Do not use candles, matches, or other open flames before or after tremors.
- Contact the owner & director (if not in attendance)
- Contact parents to pick-up their children.
- Use the crisis sign-out sheet as parents take responsibility for their children.

Volcano Eruption

In the event of a Volcano eruption near the center, we will do the following:

- Keep everyone inside the building and initiate "Lockdown"
- Contact the owner & director (if not in attendance)
- Contact parents to pick-up their child(ren).
- Use the crisis sign-out sheet as parents take responsibility for their child(ren).
- Parents trying to get a hold of KidsClub may call the gym cell phone, 509-406-5018.
- Wait for further instructions as more information becomes available.

Hazardous Materials

Following a hazardous materials spill, we may be given directions from the authorities to either evacuate the area or initiate a "lockdown". If the order is to evacuate, directions will be given by the authorities as to how and where. If the order is to remain in the building we will follow the procedures for "Lockdown".

Indications of Hazardous Materials include:

- ◇ An unusual odor or sound
- ◇ Visible smoke, vapor cloud, or fire (outside the building)
- ◇ Skin or eye irritation
- ◇ Breathing difficulty
- ◇ Safety hazard reported by the police

If you perceive any of the above while inside the building:

- Contact owner and director (if not in attendance)
- Call 911, if needed.
- Determine whether to evacuate the building or initiate "Lockdown."

If you perceive any of the above indications while outside the building:

- Get everyone in indoors.
- Contact owner and director (if not in attendance)
- Call 911, if needed.
- Determine whether to initiate "Lockdown."

Lockdown

- Close and lock all doors
- Hang a "Lockdown" sign on the all exterior doors
- Group all classes together and take roll (keep together until further directions are given)
- Turn off air conditioners or exhaust fans
- Tape around doors, windows, and vents, and place wet towels at the bottom of all exterior doors.
- Wait for further instructions
- Do not open doors until an "all clear" notice is given
- Send parent notification home with the children the day of the event

Bomb Threat

Bomb threats usually come on the phone. The person receiving the threat should;

- Remain calm
- Flash the "Bomb Threat" sign on the back of the KidsClub Handbook (located by each phone)
- Keep the caller on the line as long as possible
- Complete as much of the bomb threat check list as possible (located in the KidsClub Handbook)
- Dial *69 at the conclusion of the call to retrieve the last # called, or have co-worker on another line call the telephone company (697-7267) to trace the call.
- Give all information to the police

All other staff members

- Call 911
- Go to evacuation location:
 - All students & staff: evacuate to North Park Lodge lobby
 - Designated instructors are responsible for:**
 - All children in class (keep children together by making a chain)
 - Backpack (with emergency contact info)
 - Cell phone (KidsClub side)
 - All other instructors are responsible for:**
 - All children in class (keep children together by making a chain)
 - Backpack (with emergency contact info)
- Take roll to be sure everyone is accounted for.
- Assist police in a building search for unusual objects.
- Wait for further instruction from Police Department.
- Contact the owner & director (if not in attendance)
- Contact parents to pick-up their child(ren).
- Use the crisis sign-out sheet as parents take responsibility for their child(ren).
- Parents trying to get a hold of KidsClub may call the gym cell phone, 509-406-5018.

Hostage Procedures

- Alert another staff member in the building, who can then call 911 and the owners & director (if not in attendance)
- Give Police the following information:**
 - Number of staff/ students held hostage;
 - Area of the building or grounds they are located;
 - Description of weapons, if available;
- Indicate the demands of perpetrator
- Remove uninvolved staff and students to North Park Lodge or Save-On Foods & take roll to be sure everyone is accounted for
- Await further instruction from the police department
- A director/owner will be available to police for further information.
- Suggestions for dealing with someone who is holding a hostage(s):**
 - Do not be a hero. Follow their directions.
 - Stay calm and use your best judgment to keep students and staff safe.

Selah GymKids Blood-borne Pathogens Plan of Action

If you are in a situation where blood and other bodily fluids are present.

- Use personal protective equipment such as gloves provided in first aid kits.
- Tend to child/adult in need.
- Disinfect contaminated surfaces with bleach water hard on hard surfaces or sanitizing carpet machines on carpets.
- Dispose of contaminated objects,(including gloves) in red bags labeled "contaminated".
- Wash hands with soap and water thoroughly