

**UAB Early Head Start Program
Emergency Preparedness Plan
April 8, 2008**

Plan Component	Home-Based Services	Center-Based Services
<p>Step 1: Inventory and Utilization of resources</p> <ul style="list-style-type: none"> • Staff roles and responsibilities • Food, water, shelter, clothes, other necessities • Phones, radios, electricity, gas, other utilities • Transportation support 	<ul style="list-style-type: none"> • Staff roles and responsibilities for emergency situations are posted in the Socialization room (see Attachment A) • A supply of bottled water will be kept in the Socialization room to be utilized in an emergency situation. • A weather radio will be kept in the socialization room for use in emergency situations. Staff members have cell phones which can be used if the land lines are not operational. • The UAB EHSP pays for taxi service for families to attend functions. Additionally there is a 15 passenger van that could be utilized if necessary to transport families and their children. 	<ul style="list-style-type: none"> • Staff roles and responsibilities for emergency situations are posted in the classroom, kitchen and activity room. (See Attachment B) • A supply of bottled water and snacks will be placed in a labeled plastic bin and kept in the Severe Weather/Safety Room. Additionally, a second labeled bin will contain blankets, toys, a flashlight and extra batteries, and a weather radio. • A weather radio will be kept in the Severe Weather/Safety room for use in emergency situations. The Sever Weather/Safety Room also contains a mat for the children to sit on and a battery powered lantern for use if the electricity goes out. Since there is no telephone in the Severe Weather/Safety Room, the teachers will use their personal cell phones to contact first responders and/or children’s family members, if necessary. • There is no transportation support at the Center.

Step 2: Protocols for communication with community members during a disaster.

- Meeting points
- Alternate forms of communication
- Storage of staff and family contact numbers
- Communication with local officials, first responders, State Collaboration Office, & ACF Regional Office

- In the case of an emergency that requires evacuation from CH19 and/or CH20, personnel are instructed to go to Lot 77, the parking lot adjacent to CH19, so that everyone can be accounted for.
- Cell phones will be utilized as the primary means of alternate communication.
- Staff contact numbers have been compiled and a copy given to each staff member. Additionally, a separate list will be placed in the front of the Emergency Contact Information Binder. Family contact numbers are located on the Emergency Contact Information forms that are in the Emergency Contact Information Binder located in the main office. The binder will be taken outside in the case of an emergency or drill.
- Communication with local officials and first responders will occur via cell phones. Contact numbers for Communicating with the State Collaboration Office and/or the ACF Regional Office will be posted in the front of the Emergency Contact Information Binder.

- In the case of an emergency that requires evacuation from the Center, there are two on-site designated meeting areas. The first area is the picnic table in the lawn area at the front of the building facing Oak Hill Road. The second area is the cleared grass area at the back corner of the parking lot toward the rear of the building. The determination of the location to go to will depend on which area is determined to be the farthest away from what is occurring in the building, and therefore the safest location. Should off-site evacuation become necessary, the children and staff will go across Oak Hill Road to the cemetery.
- Family contact numbers are located on the Emergency Contact Information form, a copy of which is located in the sign-in binder in the classroom. Additionally, the parent/guardian is asked to record a contact number each day as they sign their child in. The Sign-In Binder is taken from the classroom as the teachers and children exit. **As an additional safety measure, family emergency contact numbers are stored in the teacher's personal cell phones.**
- Communication with local officials and first responders will occur via cell phones. Contact numbers for Communicating with the State Collaboration Office and/or the ACF

		Regional Office will be posted in the front of the Sign-In Binder.
<p>Step 3: Procedures for:</p> <ul style="list-style-type: none"> • Program Closures • Program evacuation • Shelter-in-place 	<ul style="list-style-type: none"> • UAB EHS Program closures will follow those of UAB, or as otherwise determined by the Director of the UAB EHSP. • Should evacuation from the premises become necessary when families are present, those without their own transportation will be provided assistance via taxi services. • Should the need occur to shelter-in-place, staff and families will be instructed to go to the 1st floor clinic reception area in CH20. 	<ul style="list-style-type: none"> • UAB EHS Program REACH Center closures will follow those of Walker County Schools, or as otherwise determined by the Director of the UAB EHSP. • Should evacuation from the premises become necessary while children are present, the teachers will take the children to the closest, safe meeting place and contact the child’s parent/caregiver to let them know where to come and pick up their child. The closest off-site meeting place is the cemetery located across the street from the Center. This will be utilized unless deemed un-safe for some reason. • Should the need occur to shelter-in-place, staff and children will go to the Severe Weather/Safety Room in the REACH Center.
<p>Step 4: Procedures for maintaining confidentiality of records during an emergency including transporting files or back up copies &/or offsite storage of backup program information.</p>	<ul style="list-style-type: none"> • UAB EHSP files are kept in locked filing cabinets. In the case of an emergency the office would also be locked as the last person departs. • Additionally, UAB EHSP data files are currently backed up by the Director on an external hard drive, which would be 	<ul style="list-style-type: none"> • Copies of the children’s files at the REACH Center are also located at the UAB EHSP main office, and are kept in locked filing cabinets. In the case of an emergency the office would also be locked as the last person departs. • Additionally, the REACH Center data, as

	removed in the case of an emergency.	well as the UAB EHSP data files are currently backed up by the Director on an external hard drive, which would be removed in the case of an emergency.
<p>Step 5: Mental Health Services</p> <ul style="list-style-type: none"> • On-site mental health resources • Materials to help prepare staff and families for disasters • Resources to assist children and families in coping before and after an emergency. 	<ul style="list-style-type: none"> • On-site mental health resources will be coordinated by the Director and Disability Services Coordinator of the UAB EHSP. • The Mental Health Coordinator will distribute materials to staff and UAB EHSP families, via fliers, newsletter articles, referral resource information etc., in an effort to preplan for emergency situations. • The Mental Health Coordinator will distribute appropriate, child friendly materials to staff and UAB EHSP families, via fliers, newsletter articles, referral resource information etc., in an effort to preplan for emergency situations, and to deal with mental health issues after an emergency situation has occurred. 	<ul style="list-style-type: none"> • On-site mental health resources will be coordinated by the Director and Disability Services Coordinator of the UAB EHSP. • The Mental Health Coordinator will distribute materials to staff and UAB EHSP REACH families, via fliers, newsletter articles, referral resource information etc., in an effort to preplan for emergency situations. • The Mental Health Coordinator will distribute appropriate, child friendly materials to staff and UAB EHSP REACH families, via fliers, newsletter articles, referral resource information etc., in an effort to preplan for emergency situations, and to deal with mental health issues after an emergency situation has occurred.
<p>Step 6: Regular practice schedule and evaluation of procedures</p>	<ul style="list-style-type: none"> • The UAB EHSP staff will periodically practice both evacuation and shelter-in-place drills during socialization activities so that both families and staff members will become familiar and comfortable with the procedures of each. These will be documented on the Fire/Tornado/Other Drill Report and monitored by the UAB 	<ul style="list-style-type: none"> • The UAB EHSP REACH staff will periodically practice both evacuation and shelter-in-place drills with the children. These will be documented on the Fire/Tornado/Other Drill Report and monitored by the UAB EHSP Health Coordinator. Periodically, the UAB EHSP Health Coordinator will observe a

	<p>EHSP Health Coordinator. An evaluation of each drill and suggestions for improvement will be completed by a staff member in attendance at the time of the drill.</p>	<p>drill and complete an evaluation and offer suggestions as warranted.</p>
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