

Community Action Team
CHILD & FAMILY DEVELOPMENT PROGRAMS
Emergency Drill Procedure

Active supervision is used to ensure all children are safe at all times including emergency drills. Staff will be trained and implement emergency drills. Fire drills will be performed monthly in all classrooms and one other type of emergency drill at least every other month. Bus evacuation drills will be completed if providing transportation for field trips and will be counted as an "other type" of drill for the month completed. All drills will be documented on Form 2-24 – Emergency Drill Record. Child Health and Safety Procedure 1-98 will be followed to ensure all children are accounted for during all emergency drill.

Fire Drills (Monthly):

1. Teachers will provide learning opportunities on fire drill protocol for children, parents and staff.
2. Staff will schedule and implement monthly. For classrooms operating out of a partnering agency facility, coordinate with the facility for scheduling.
3. List on the Monthly Lesson Planning Form 2-1a.
4. Classroom staff will develop and review annually and throughout the year a written plan documented on form 1-11 for who is responsible for the following:
 - a. Checking the bathroom
 - b. Making sure all children and adults got out
 - c. Taking sign in/out sheet
 - d. Emergency contact form 3-11
 - e. Closing doors and windows
 - f. Turning off lights.
5. Staff will direct children to predetermined meeting location.
6. Child count/attendance will be taken.
7. When all has been cleared, return to classroom and count children/attendance.
8. If corrective action is noted on Form 2-24, repeat fire drill in one week and incorporate corrective actions and document the date follow-up is completed.
9. Fire drills will include evacuation using an alternate route at least twice a year.
10. Teachers will provide learning opportunities for transportation safety
 - a. Crossing-the-street lessons
 - b. Safe riding practices
 - c. Safe boarding and leaving the vehicle lessons
 - d. Danger zone recognition.

Bus Evacuation Drills if providing transportation for field trips:

1. Staff will schedule and implement a bus evacuation if providing transportation for field trips coordinating with transportation services.
2. The first bus evacuation drill will be schedule for the first field trip of the year.
3. Teachers will specify what children will do if the driver is hurt and can't help. (If bus driver allows, children will honk the horn).
4. Drills will follow the Oregon Department of Education Transportation Regulations.
5. Bus driver or staff will explain to the children the drill procedures.
6. Exiting the bus:
 - a. Front Door Drill: Staff will assist children with unbuckling and exiting the bus starting from the front and moving row by row toward the back until all children are safely off the bus.
 - b. Rear Door Drill: Staff will assist children with unbuckling and exiting the bus starting from the rear and moving row by row toward the front until all children are safely off the bus.
 - c. Side Door: Follow the school district procedure. If using a Child and Family Development bus, staff will assist children with unbuckling and exiting the bus starting from the rear and moving row by row toward the front until all children are safely off the bus.
7. Staff will reinforce safe leaving vehicle lessons.
8. Staff will lead the children to a safe area away from the bus as a staff member or bus drivers does a sweep of the bus to ensure all children have disembarked.
9. When all the children are out of the bus, staff will conduct a child count/attendance.
10. Staff will assist children on re-boarding the bus and child count/attendance taken.
11. If corrective action is noted on Form 2-24, include transportation safety and bus evacuation lessons in the following weeks lesson plan and document the date follow-up lessons are completed.

Other Drills (Earthquake, Tsunami, Shelter In-Place, Emergency Preparedness, Lockdown, Medical Emergency/staff injury, active shooter, reverse evacuation (bring children inside quickly, etc.) at least every other month:

1. Vary in days and times when drills are conducted.
2. Procedure 1-98 will be followed for counting children.
3. Each center has an emergency plan that will be followed for each type of other drills.
4. Be documented on 2-1a and recorded on Form 2-24

During all emergency drills, staff will remain calm and implement active supervision.