



Unity School
Site Disaster Plan

'Building Tour'

Utility controls:

ED office: on hall wall (behind file cabinet) - shut off for kitchen, BF bathroom

Lobby supply closet: behind files - shut off and clean-out for CP-Panda bathrooms

There is a shut-off at any sink or bathroom fixture.

Water shut-off: in south end of front planting bed

Gas shut-off: in north end of front planting bed (yellow lid)

Shut-off key hands by bunny cage in garden

Electricity: breaker box

- 1 by front entrance in wooden enclosure
2. in furnace room for 1998 addition
3. in staff room for 2008 addition. (there is breaker for emergency lights in this box. Turn off power here to do tests)

Outside light controls are in the outside breaker box. Key is hanging in middle lobby closet)

Light bulb chart in building book

Irrigation: control panels in furnace room and CP room by yard door. Chart in building book

Attic access: Lady Bug room north end

 Otter room

 And on roof above ED office

Under building access: 'door' in front of bus parking and floor opening in staff room

Furnaces: see chart in building book, filters description sheet

GFI's for Otter room are in storage room - see chart in building book

Records room is in barn - insulated for fire prevention

West wall of barn play area has fire barrier as well. Required by fire marshall - installed before 2007.

Where to find Emergency Supplies at Unity School

-**Water Bottles** are stored by the big freezer in the BF Room
* Water jugs are in barn

-**Flashlights** are found
*Barn play area- shelf by double door
*Panda cabinet over sink
* CP teacher shelf
* LB cabinet over sink
*BF teacher slider cabinet top shelf
*Otter teacher cabinet over sink

-Emergency lights should come on in office area & BF Room

-**First Aid Kits** are found
*Medicine cabinet in hallway
*Playground porch cabinet
*PD/CP bathroom cabinet
*LB/Otter bathroom cabinet
*BF teacher slider cabinet top shelf
*Staff bathroom
*Car seat closet (by front door)
*Directors office
*Unity bus

-**2 Emergency supply Kits** one located in barn shed (blue tote on event shelf) and the other in teacher art room.

*Blankets
*First aid box
*Food
*Radio
*Phone # lists
*Household supplies etc.

Unity's cell phone: 541-520-2577

*On the bus

-**Children's Contact #s**

*In emergency kits
*Both Unity backpacks
*On the Unity bus

Evacuation Procedure

In the event of an emergency requiring an evacuation of this building, the children and staff will relocate to one or more of the following locations:

Holt Elementary: 770 Calvin St. (off Harlow Rd), Eugene
under the covered basket ball courts or in the library.

Brattain Headstart: 425 10th St., Springfield
in any part of the building that is available

First:

A person in charge will inform each class what the incident is and that the children need to meet at circle so that the teacher can explain the evacuation process. this process includes:

- * head count
- * buddy system
- * two staff per class
- * emergency contact file
- * field-trip back pack
- * cell phone

Then:

The person in charge will excuse each class individually to line up and start the evacuation process to the specified location. one teacher in front of the line and one in the back, safely exiting the building through the front door or alternative exits such as the gate on the playground. Once all children and staff have safely exited the building, double check with the enrollment sheets and then proceed to call each family to explain the situation and where they can pick up their children.

- * Director or person in charge needs to make sure that everyone has safely exited building, switch the phone message to emergency, and post a sign on the front door. Make sure you have all necessary phone numbers and the cell phone.

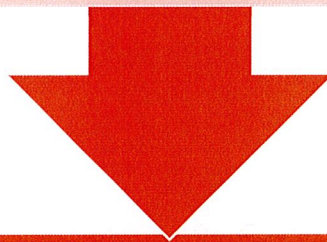
Fire Evacuation Procedure

If there is a fire, staff member will pull fire alarm lever.
Fire alarm is signaled by alarms and flashers in all rooms.

If it's not a drill, the alarm will notify fire and rescue response crews.

If alarm fails, Director will use air horn

Call 911



Evacuate the building using primary evacuation route to the playground

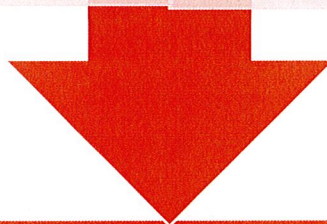
If primary exit is blocked, they will follow secondary evacuation route to the parking lot.

Teacher brings classroom roster

Office staff will take out the parent sign in/out sheet, the emergency phone number card box, and assist any children with special needs.

The procedure for assisted rescue of people or children unable to use the general evacuation routes is to use the ramps outside of the primary plan evacuation routes.

All staff members are certified in First Aid and CPR and are responsible for rescue or emergency medical aid.



Director will ensure the building has been evacuated by all occupants

If there is no real risk, one person will be delegated to go in to put out the fire with an extinguisher.

If it's a drill or there is no danger, the Director will come around and debrief with the classes and release them to the regular routine. Then they will document the information on the monthly tracking chart.

If the building is unsafe to return to, the Director will determine if an evacuation of the property is necessary and families will be called.

Medical Emergency Procedure for Staff

First:

- Get Help
- Clear children away from victim
- Assess injury (is victim mobile or immobile? etc. Never pick up or move child unless in danger)
- Have someone: Pull child's file or staff emergency contact info, be prepared to tell medics about important info. such as allergies, and a contact person. make the appropriate call to either parents or ambulance depending on the injury
- Always have someone stay with victim
- Have someone receive the ambulance if necessary

Last:

Document: write an accident report, and notify The Program Directors, Executive Director or Office Manager.

EARTHQUAKE

FOR AN EARTHQUAKE, DIRECTOR WILL GO AROUND SHOUTING "EARTHQUAKE." FOR AN EARTHQUAKE DRILL, A DIRECTOR WILL COME AROUND SHAKING THE "EARTHQUAKE BOX" SHOUTING, "EARTHQUAKE."

IF INSIDE, TEACHERS NEED TO INSTRUCT CHILDREN TO:

A.) "DUCK" ONTO KNEES AND CRAWL

B.) "COVER" GET UNDER A TABLE

(IF THERE IS NOT ENOUGH ROOM UNDER A TABLE, YOU SHOULD DUCK, COVER, AND HOLD IN AN INSIDE CORNER OF THE BUILDING AWAY FROM WINDOWS, OUTSIDE DOORS AND WALLS AND ANYTHING THAT COULD FALL.)

C.) "HOLD" ONTO THE LEG OF THE TABLE OR CHAIR.

WHEN THE SHAKING STOPS, THE DIRECTOR WILL GO AROUND AND INSTRUCT TEACHERS TO EVACUATE THE CLASS TO THEIR DESIGNATED SAFE MEETING SPOT. CHILDREN SHOULD THEN LISTEN FOR THE TEACHER TO SAY "COME OUT" AND LINE UP TO GO OUTSIDE. THE TEACHER NEEDS TO COUNT HEADS AND SCAN ROOM TO MAKE SURE NO ONE IS LEFT BEHIND.

OFFICE STAFF WILL TAKE OUT THE CORDLESS PHONE, PARENT SIGN IN/OUT SHEET, AND EMERGENCY PHONE NUMBER CARD BOX. THE DIRECTOR WILL GO THROUGH THE WHOLE BUILDING, ENSURING THE BUILDING HAS BEEN EVACUATED BY ALL OCCUPANTS.

IF ON PLAYGROUND...

GATHER ALL CHILDREN UNDERNEATH THE 'SHIP'

-HAVE THEM DUCK, COVER AND HOLD JUST AS IF THEY WERE UNDER A TABLE INSIDE.

OR DUCK, COVER AND HOLD IN AN OPEN SPACE AWAY FROM TREES AND POWERLINES.

AFTERWARDS, DIRECTOR WILL INSPECT BUILDING AND LOOK FOR:

-BROKEN GLASS

-HANGING ELECTRICAL LINES (INSIDE AND OUTSIDE)

-UNSTABLE EQUIPMENT AND DEBRIS

-IF YOU SMELL GAS OR HEAR HISSING SOUNDS, SHUT OFF MAIN GAS VALVE

-CALL 911 IF THERE IS SIGNIFICANT DAMAGE TO THE BUILDING OR IF ANYONE IS HURT

-REMAIN ALERT AND BE PREPARED TO SEEK COVER FOR AFTERSHOCKS

IF THERE IS NO REAL RISK, THE DIRECTOR WILL COME AROUND AND DEBRIEF WITH THE CLASSES AND RELEASE THEM TO THEIR REGULAR ROUTINE. OFFICE STAFF WILL CONTACT FAMILIES VIA PHONE AND EMAIL.

Earthquake Drill:


Duck, Cover, Hold

1. Teacher shouts "Earthquake"




1. La maestra grita "terremoto"

2. "Duck" onto knees and crawl



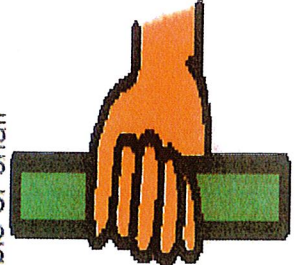
2. "Agacharse" ponerse de rodillas y gatear

3. "Cover" get under table



3. "Cubrirse" ponerse abajo de una mesa

4. "Hold" onto the leg of table or chair



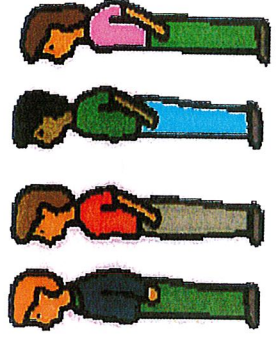
4. "Detenerse" de la pata de la mesa

5. Listen for the teacher to say: "Come out"



5. Esperar hasta que la maestra diga "Salgan"

6. Line up



6. Formarse

Shelter-in-place

Director will notify each class that we are doing Shelter-in-Place. If you feel an event requires Shelter-in-Place, please check with an administrative staff first and they will determine what to do.

For any danger in the neighborhood (including dangerous criminal activity):

- The Director will notify office staff.
- Office staff will first lock the front door and then proceed to inform each class and lock windows, doors and pull down the blinds.
- Call 9-1-1 if necessary
- Classes will continue their normal activities within their classrooms, cancelling any outdoor activities for the duration of the shelter-in-place.

For chemical/radiation exposure:

- Depending on severity of exposure, Director may determine shelter-in-place will need to occur in center of building: in hallway and offices where there are fewest windows and doors to outside.
- Staff will work to cover all doors and windows with plastic and duct tape.
- Close off non-essential rooms
- Shut off heating, cooling, fans, and clothes dryer that draw in air from outside.
- Once given the 'all clear' message, open doors and windows and turn on heating/cooling system for ventilation.

For severe weather (ice, snow, flooding, etc.):

- If transportation warnings occur and families are unable to pick up their children, be prepared to shelter-in-place until conditions have cleared.
- Inventory supplies to find out what is needed to make it through the night. Gather all flashlights and blankets in case of a power outage.
- Cancel outdoor activities for the duration of the shelter-in-place.

In any of these events, have attendance sheets and account for all children staff, and visitors. Call 9-1-1 if necessary. Office staff will contact families via phone and email. Office staff will stay tuned in to local radio or television stations to get the latest updates. Stay off the phone- it should be used for emergency calls only. Be prepared to evacuate if necessary.

Natural Gas Pipeline Leak

There is a Williams high pressure natural gas pipeline that runs through Unity School's property near North Garden Way. It runs parallel to the road. Be familiar with the yellow pipeline markers.

Call before you dig! Call 8-1-1

Signs of a leak:

- A hissing sound
- Dust, water, bubbles or vegetation blowing around a pipeline
- Discolored or dead vegetation near a pipeline
- Bubbling in wet or flooded areas
- A dry spot in an otherwise green area
- Flames, if the leak has ignited

If a rupture occurs, there will be a loud roaring sound of escaping gas. If ignited, it can result in a large flame burning at high temperatures.

If leak is suspected:

- Director will initiate an evacuation (walk)
- Call 911 and the Emergency Gas Control Center: 1-800-972-7733

Our local representative is:

Paul Anderson,
Operations Manager
Williams
Eugene, OR
541-342-4434

DO NOT:

- Attempt to extinguish a natural gas fire
- Attempt to operate pipeline valves
- Switch lights on or off
- Switch electrical equipment on or off
- Turn machinery on or off
- Light a match
- Start an engine
- Create heat or sparks
- Use a telephone of any kind until in a safe area

Dangerous person

Prevention: The building should always remain secure, with the front door being the only entrance. Side gates will always remain locked.

- If a dangerous person *is outside of the building*, the Director will initiate 'lock down' and office staff will call 9-1-1.
- If a person is agitated and/or making threats *inside the building*, Director will initiate '**lock down**' and, if safe to do so, attempt to de-escalate the person (see de-escalating techniques on back.)

Office staff will call 9-1-1 (or whoever can safely.) Teaching staff will do a 'lock down' and guide children away from the situation, either to the Otter or Caterpillar room, depending on which is furthest.

- lights off, blinds down
- remain calm, quiet and still
- A few staff should be positioned at interior doors to hold door handle (there are no locks on doors)

If dangerous person enters the room,

- Try to get the children out of the room- **DO NOT BE A SITTING TARGET**
- Evacuate.** If the front door entrance is blocked, remember that the playground gate and garden gate codes are both 0-1-0-7 (last 4 digits of Unity's phone number)

De-escalating Techniques

Physical presence- take a supportive stance

Appear calm and centered. Relax facial muscles and look confident.

Maintain extra physical space between you and them.

DO NOT smile. This could look like mockery or anxiety

Stand at an angle so you can sidestep away if needed.

Do not turn your back on them. Encourage them to have a seat and sit with them but stand if they are standing.

Do not touch them and keep hands available to protect yourself

Do not maintain constant eye contact and do not point or shake your finger

The conversation: to calmly bring level of anger down to a safer place

Use a modulated, low monotonous tone of voice. Do not get loud over a screaming person.

Talk when they take a breath. Do not argue or try to convince.

Do not be defensive no matter how insulting the comments are and do not argue.

Give choices- do not make demands. Explain limits and rules in a firm and respectful tone.

Do not solicit how a person is feeling or interpret their feelings in an analytic way. Empathize with feelings but not with the behavior.

Would you like to continue our discussion calmly in another area, or could we let the children and their families go so that we can have an easier time discussing your concerns?

Say "Help me to understand what you need from me." Instead of "Tell me how you feel"

I understand that you have every right to feel angry, but it is not okay for you to frighten the children or make threats to them

Lock Down Procedure

Director will notify each class that we are going into lockdown. If you feel an event requires lock down, please check with an administrative staff first and they will determine what to do.

The Director will notify office staff. Office staff will first lock the front door and then proceed to lock all doors and windows and pull down the blinds. Make sure to have a phone on you and the emergency contact numbers to call parents and alert them that we are in lock down. After the building is secure, join the staff and children and explain the situation.

First:

- Gather your children in a line or circle and explain that there is an emergency and we will be going into the Otter or Caterpillar classroom to keep our bodies safe.
- Take a quick head count, and travel through the building or outside to get to the specified classroom
- Each class should have a separate spot to gather and debrief while waiting for the Director to come and explain what's next.

Then:

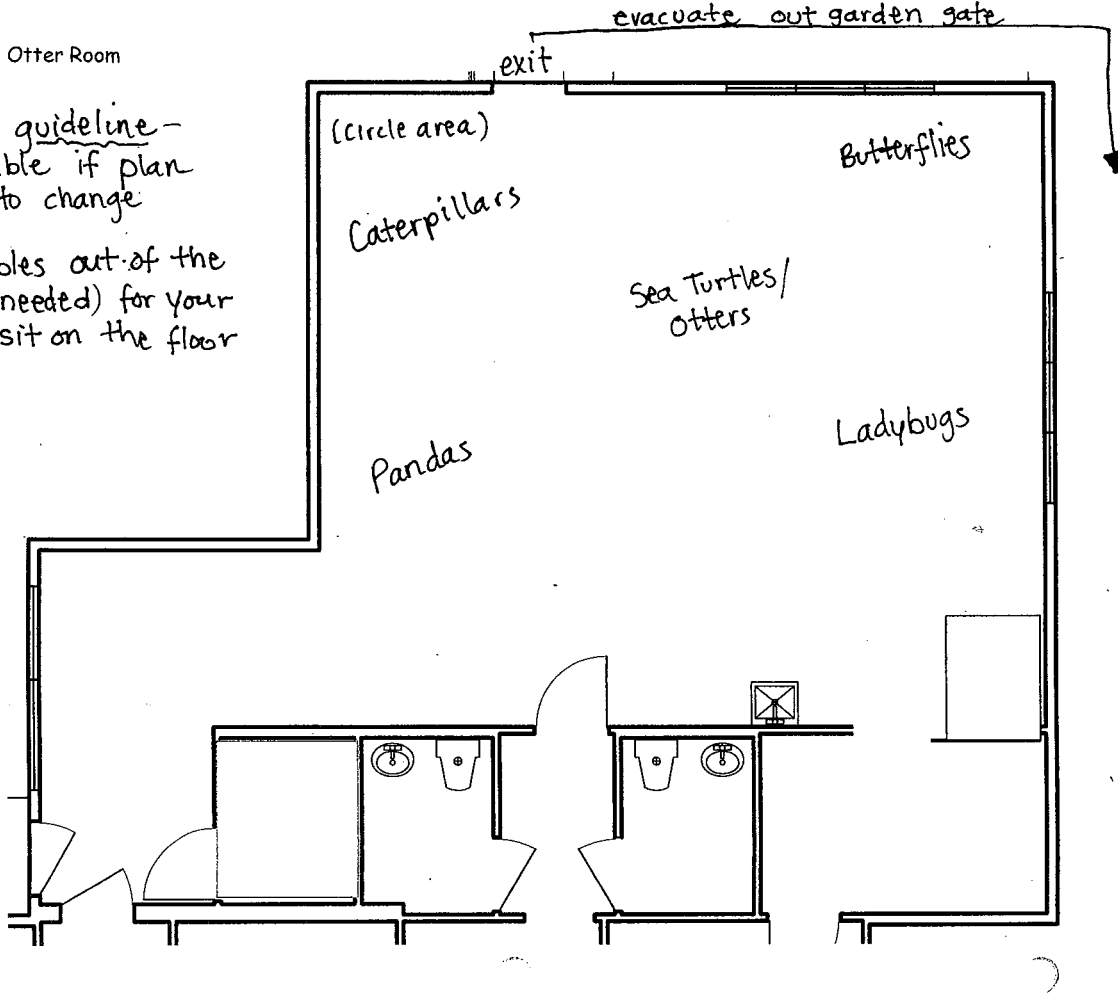
- Remain in the classroom, away from windows and doors, until you are excused by a Director.
- Communicate with parents by phone/email or in person that we had an incident.

- Plan to have some ideas to keep children quietly entertained for an extended period of time. (have an emergency box with activities or a packet of songs and games to refer to.)

Otter Room

Lockdown guideline -
be flexible if plan
needs to change

Move tables out of the
way (if needed) for your
class to sit on the floor
together



Caterpillar Classroom

