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I. INTRODUCTION

SIU Carbondale Head Start developed this Risk Management Plan in order to:

- identify potential operational risks,
- specify ways to reduce or eliminate risks, and
- establish procedures to be followed in an emergency or crisis.

In addition to this plan, the SIU Carbondale Head Start Program’s Procedure Manual provides detailed procedural instructions and required forms that augment the identification of operational risks and ways to eliminate and/or reduce such risks. The Plan was developed in accordance with regulations and guidelines set forth by the following entities:

- Southern Illinois University Carbondale
- Department of Health and Human Services
- Illinois Department of Children and Family Services Licensing Standards
- Illinois Department of Public Health
- Illinois Secretary of State
- Illinois Emergency Management Agency
- Illinois State Fire Marshall
- Illinois Department of Transportation
II. TRAINING

A. UNIVERSAL PRECAUTIONS
B. FIRST AID/CPR
C. TRANSPORTATION SAFETY
D. CLASSROOM AND PLAYGROUND SAFETY
E. CHILD ABUSE AND NEGLECT IDENTIFICATION AND REPORTING
F. EMERGENCY PROCEDURES
II. TRAINING

Workshops and training sessions are provided to staff to aid in the identification of health and safety risks and to ensure the health and safety of children and staff during program operations.

A. UNIVERSAL PRECAUTIONS

_For additional information see:_
_SIU Carbondale Head Start Operating Policies and Procedures: B.22.12_

New employees receive training immediately upon employment in accordance with SIU Carbondale’s policy to provide such training to employees determined to be at risk for exposure to bodily fluids and blood borne pathogens. Staff receive information regarding the Hepatitis B vaccination series, which is free of charge to at-risk employees.

Annually, returning employees receive a refresher course on universal precautions. Those staff identified to be at risk for exposure and who previously declined the vaccination reserve the right to request the vaccination at this time.

B. FIRST AID/CPR

All center staff and selected administrative staff complete CPR and First Aid Training via a rotating schedule. Training schedules are developed to adhere to the recommendations of the American Red Cross and American Heart Association Guidelines and Head Start Performance Standards.

C. TRANSPORTATION SAFETY

_For additional information see: Operating Policies and Procedures: G.10.17_

Bus staff receive annual training on the following topics, procedures, and policies:

- Safe and effective driving
- Vehicle maintenance
- Railroad crossing procedures
- Accident procedures
- Natural disaster procedures including fire, tornado, and earthquake
- Illness of children or adults while on the bus
- Release of children to designated adults
- Checking the bus for remaining children following each destination policy
- Training children on proper use of child restraints and safe riding practices
- Loading/unloading procedures
- Pick up/drop off procedures
- Bus evacuation drills
- Record Keeping
- Child abuse and neglect
- Storage of backpacks and other baggage
D. CLASSROOM/PLAYGROUND SAFETY

Center Directors and classroom teachers receive training in classroom and playground safety related issues. Staff are instructed on the proper storage of cleaning agents, toxic materials, sharp instruments and other supplies and equipment. Proper supervision of children in classrooms, hallways, bathrooms, playgrounds, and on field trips is reviewed and incorporated into the program’s policy and procedures manual.

E. CHILD ABUSE AND NEGLECT

For additional information see: Operating Policies and Procedures: B.22.5 and D.52.23

As a part of the staff orientation process, all newly hired staff will review and receive copies of the following:
- A copy of the “Care enough to call” pamphlet from IDHS
- The handout “Signs and Symptoms of Child Abuse and Neglect”
- The handout a “Minimum Parenting Standards”

All newly hired staff will review key sections of the IDHS Licensing Standards for Day Care Centers and complete the IDHS On-Line Mandated Reporter Training within the first 30 days of hire. Annually, all program staff will complete the IDHS Acknowledgement of Mandated Reporter Status Form (Cants 22). A complete copy of the updated IDHS Licensing Standards is provided to all administration staff and newly hired staff are informed to review when necessary. Centers are provided a copy of the Manual for Mandated Reporters, which highlights the responsibilities of a mandated reporter and contains the necessary forms to provide written confirmation of suspected child abuse/neglect reports.

F. EMERGENCY PROCEDURES

For additional information see: Operating Policies and Procedures: B.22.1, B.22.2, B.22.3, B.22.4, D.53.12, G.10.5

Staff receive training on emergency procedures while in facilities or occupying buses. Procedures were developed in conjunction with SIU’s Department of Public Safety, the Risk Management Department, and the Center for Environmental Health and Safety. Procedures are developed for the following:

- Accidents/injuries
- Fire
- Tornadoes
- Civil disturbances
- Armed intruder
- Earthquakes
III. MAINTENANCE AND CLEANLINESS

A. FACILITIES AND EQUIPMENT
B. GROUNDS/PLAYGROUNDS
C. VEHICLES
III. MAINTENANCE AND CLEANLINESS

SIU Carbondale Head Start provides a healthy physical environment conducive to learning and reflective of children’s different developmental stages, including those with disabilities. The program provides environmental safety and appropriate sanitation in a properly organized and well-designed environment that supports each child’s physical, cognitive, emotional, and social development. This learning environment is free of toxins, including cigarette smoke, pesticides, other air pollutants, as well as soil and water contaminants.

A. FACILITIES AND EQUIPMENT

For additional information see:
Personnel Policies and Procedures: Chapter VI.B and C
Operating Policies and Procedures: D.53.6 and D.53.13

SIU Carbondale Head Start’s facilities and equipment are maintained in a manner that complies with requirements and best practices as recommended by the following agencies:

- Illinois Department of Public Health
- Illinois State Fire Marshal
- Illinois Department of Children and Family Services
- Head Start Performance Standards
- SIU Carbondale Center for Environmental Health and Safety

See the SIU Carbondale Head Start Facilities Plan for Program Year 2016-2017. The plan is completed annually and requests for maintenance services for facilities and equipment are submitted as deemed necessary by program staff.

Regularly scheduled maintenance includes, but is not limited to, the following:

- Inspection and testing of fire extinguishers, smoke detectors, and emergency lighting.
- Inspection of equipment, furnishings, educational materials, and toys.
- Inspection of facilities to check for damage or other conditions that present hazards to children (e.g. plumbing, electrical, structural problems).
- Lease agreements specify the landlord’s responsibilities for maintenance and repairs.

Daily janitorial services are provided at SIU Carbondale Head Start facilities by SIU Carbondale Physical Plant or contracted janitorial services. Daily cleaning consists of:

- Sweeping and mopping floors
- Vacuuming carpeted areas
- Shampooing carpets when soiled
- Cleaning and sanitizing toilets and bathroom fixtures
- Disposal of all trash from facilities

Teachers clean toys and equipment with a sanitizing solution monthly and as needed. Tables are washed before and after each meal with a sanitizing solution and water play tables are emptied and sanitized daily.
Drug-Free Facilities
Head Start employees must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, possession, or use of any illicit drug is prohibited on property owned or controlled by the SIU Board of Trustees. The University prohibits the use, including the sale, delivery, possession, and consumption of alcoholic beverages in or on property owned or controlled by the University.

Clean Air Policy
In accordance with the Smoke Free Illinois Act, smoking is prohibited in all indoor and outdoor areas of property owned or controlled by SIU, including all SIU Carbondale Head Start facilities. This includes smoking in personal vehicles parked on university property.

Chemicals
Chemicals and cleaning supplies are kept in locked cabinets or closets to block access from children.

Pesticides
Pesticides are applied on a regular schedule by a licensed exterminator when children are not in attendance.

B. GROUNDS/PLAYGROUNDS

SIU Carbondale Head Start complies with the regulations and recommendations by the following agencies to ensure grounds/playground management and maintenance:

- Illinois Department of Children and Family Services
- Head Start Performance Standards
- SIU Carbondale Center for Environmental Health and Safety

Center Directors or designated teachers maintain daily checklists to document inspection of outdoor areas. The inspection monitors that outdoor areas are free of broken glass, stones, sharp objects, standing water, poisonous plants, animal or insect pests, brush or high grass, and ice and snow accumulations.

The Center Director or designee inspects playground equipment daily to ensure equipment is in safe working order and good repair.

Playgrounds are designed and installed in a manner so that the equipment does not pose the threat of serious falls and will not pinch, crush, or entrap the head or any part of a child’s body or clothing. Playground equipment is installed over shock absorbing surfacing materials at a depth mandated for the type of material. Evaluation of the playground surface is completed prior to children going outside every morning and afternoon on days that they are in session to determine the need of resurfacing with shock absorbing materials.

A professional service removes facility trash on a regularly scheduled basis. The SIU Carbondale Physical Plant or the property owner conducts lawn mowing and snow removal.

Internal monitoring procedures are outlined and forms are provided to staff for requesting maintenance service for playground equipment and grounds upkeep.
C. VEHICLES

For additional information see: Operating Policies and Procedures: G.10.10, G.10.10.1

SIU Carbondale Head Start complies with the requirements and suggestions of the following agencies in relation to vehicle maintenance:

- Illinois Vehicle Code
- Illinois Secretary of State
- SIU Carbondale Travel Service
- Illinois Department of Transportation

Vehicles are inspected every six months in accordance with the Illinois Vehicle Code regulations. SIU Carbondale Travel Service conducts routine maintenance on a scheduled basis. Center Directors arrange scheduled maintenance and repairs for assigned vehicles. The Training Specialist is responsible for calling and arranging scheduled maintenance and repairs for administrative and spare vehicles.

Drivers transporting children complete School Bus Drivers’ Pre-Trip Inspection Forms and submit to Center Directors daily for review. On the last day of each month, Center Directors submit all pre-trip forms to the Training Specialist for review and tracking. Once tracking is completed, the pre-trip forms are used to complete the Travel Service SIU Carbondale University Monthly Mileage Report. The report is then emailed to SIU Carbondale Travel Services staff by the 15th of each month, forwarded to the Account Tech to complete the SIU Carbondale Head Start Vehicle Info Sheet for the program year, and filed.

Agency vehicles are kept free of debris and other items. Each staff member is responsible for removing trash and personal items after each use. Bus drivers remove trash and any items left by children daily. All agency vehicles are cleaned annually and as necessary.

IV. FOOD SERVICE SANITATION

For additional information see: Operating Policies and Procedures: B.23.27, D.53.6

Applicable local, state, and federal sanitation laws and regulations guide food service and sanitation operations at SIU Carbondale Head Start facilities. Local health departments inspect kitchens at all sites twice per year, the Health and Nutrition Coordinator monitors each site quarterly, and Center Directors provide daily monitoring.

Staff prepare food in a kitchen inspected and approved in accordance with the Illinois Department of Public Health’s Food Service Sanitation Code. This inspection reviews cleanliness and sanitation of the kitchen and that food is properly stored at appropriate temperatures. Center Directors keep copies of the inspection reports on file and post in each kitchen. Trash is contained in covered bins and disposed of at the end of each day.

At least one food service worker and the Center Director at each SIU Carbondale Head Start facility possess a current food handler certificate as required by the Food Handling Regulation Enforcement Act. Center Directors keep copies of the certificates on file and post in each kitchen.
Health and Nutrition Service Area staff provide training on safe and sanitary mealtime procedures to all staff, and any staff member who may serve food to children is required to complete the Illinois Food Handler’s training. This online training must be completed within 30 days of hire/beginning of school year. Successful completion of the online Food Handler’s Training course results in the issuance of an Illinois Food Handler’s Card, which is valid for three years. Any staff member possessing an Illinois Food Handler’s Card from a previous place of employment must retake the course as an employee of SIU Carbondale Head Start. Center Directors, cooking staff, and the Health and Nutrition Coordinator are required to complete the Food Service Manager Certificate. This course can be completed online or in-person and is valid for five years. Mealtime procedures are monitored daily by Center Directors and quarterly by the Health and Nutrition Coordinator

V. SELECTION OF TOYS and EQUIPMENT

For additional information see: Operating Policies and Procedures: D.53.23

Equipment and toys impact the development of children’s cognitive, emotional, social, and physical skills. To support educational objectives that include an individualized educational program and sensitivity to cultural diversity of children and families, equipment and toys are matched to developmental levels, interests, temperaments, languages, cultural backgrounds, and learning styles of children. The results of child outcomes data are analyzed to determine if additional materials are needed in specific learning domains to enhance learning and development. A variety of attractive materials and toys are made accessible in order to encourage exploration and learning. Safety risks are avoided by selecting equipment and toys that are age appropriate, safe, and durable.

SIU Carbondale Head Start uses the following resources to aid in the selection of classroom equipment and toys:
- Illinois Department of Children and Family Services Licensing Standards
- Head Start Performance Standards
- Handbook for Public Playground Safety
- Results of Child Outcomes Data
- SIU Carbondale Head Start Classroom Replacement Plan

The Program Director, Child Development Coordinator, and Center Directors review the educational curriculum in additional to the above documents to determine the amount and type of equipment and toys to be purchased. Consideration is given to the following factors when determining appropriate toys to purchase:
- Open-ended play value of the toy to encourage experimentation and exploration
- Age appropriateness
- Safety
- Durability
- Inclusion of interest areas (art, science, blocks, dramatic play, etc.)
- Each child’s gender, family, race, language, ability, and culture
- Playground equipment complies with DCFS licensing regulations

Upon receipt of new toys and equipment, they are checked for safety, durability, and age appropriateness.
VI. HEALTH AND SAFETY PROCEDURES

A. MEDICAL/DENTAL HEALTH PROCEDURES
B. CLASSROOM SAFETY PROCEDURES
C. RELEASE OF CHILDREN
D. POST TRIP INSPECTION
E. BUS EVACUATION
VI. HEALTH AND SAFETY PROCEDURES

A. MEDICAL AND DENTAL HEALTH EMERGENCIES

For additional information see: Personnel Policies and Procedures: Chapter VI.G

Medical and Dental Health Emergencies
Center Directors post Procedures for Medical and Dental Health Emergencies in each classroom. Posted procedures and information include:

- Emergency medical plan
- Emergency dental plan
- CPR for children
- Choking for children
- Seizure procedures
- Emergency phone numbers
- Location of first aid kit (each classroom and bus is supplied with a kit)

In addition to medical/dental procedures, each child’s personal information is recorded on an Emergency Data Form. Parents must complete this form during the enrollment process. The Emergency Data Form includes the following information:

- Names, address, home and work phone numbers of parent/guardian and individuals to whom the child may be released if parent is unavailable
- Name, address, phone numbers of child’s regular source of medical/dental care
- Preferred hospital
- Sex offender registry check
- Special conditions, medication, allergies
- Pick-up and drop-off locations

The parent/guardian submits updates to the Emergency Data Form in writing to the Center Director. Copies of the Emergency Data Form are kept on file in the Center Director’s office, the child’s classroom, and on each bus the child may ride. In addition, a database is maintained so that contact information is available to the administrative office. These forms are taken on each field trip or activity that requires the child to be away from the center. Parents also sign consent forms that allow for emergency medical/dental care in the event they cannot be reached.

Daily Health Checks
Teaching staff complete the SIU Carbondale Health Observation form daily. If a child is determined to be contagious and poses a health risk to others, the parents are contacted to pick up their child. In the case that the child has a fever, they are to remain at home fever-free (less than 100.6) for 24 hours before returning to school.
Medical Conditions
Parents must provide written documentation from a physician each time a child requires special attention due to a medical or physical condition so that staff may appropriate address the child’s needs.

Medication
No over the counter medication is administered unless prescribed by a physician. Prescribed medication is given only with a written statement from the physician stating the medication must be given during the hours the child is in attendance. Once the need to administer the medication during school hours has been verified, the medication must meet the following:

- Medication must be in the original container
- Container must have pharmacy label, date, and prescription number
- Label must list doctor’s name
- Label must list child’s name
- Label must list direction for use

Children may not attend until all prescribed medication is present at their respective center. Medication is kept in a locked box, with the exception of rescue medications (i.e. Epi-pen, inhalers), which are carried with attending staff members at all times. For non-rescue medications, the Center Director is responsible to administer the medication, record the administration of medication on the prescribed form, and at the end of the month review this information with the parent. Southern Illinois University prohibits the use of medical marijuana in any form on university property and thus it will not be administered to children in any circumstance.

Hygiene
Children and staff are trained in proper hygiene and hand washing techniques to minimize the spread of disease. Staff and children wash hands frequently and are required to wash whenever food or toileting activities take place. Other instances where handwashing is required:

- Upon arriving at the center.
- After handling items soiled with body fluids or waste.
- After wiping or blowing their nose or helping a child do the same.
- After handling pets or other animals.
- After handling or caring for a sick child.
- Before dispensing any medication.
- When changing rooms or caring for a different group of children.
- When performing first aid (gloves are also required).
- After wearing gloves at any time (i.e.: after meal prep, after providing first aid, after assisting a child with toileting).

Illness on Bus
If a child becomes ill while on a bus, the driver contacts the Center Director via radio. The Center Director will attempt to reach the parent/guardian and instruct the driver to either return the child to his/her home or bring the child into the center. If the illness involves bodily fluids, the driver must pull the bus over to handle the situation (drivers and bus monitors are trained in universal precautions). If the driver determines urgent medical care is needed, an ambulance should be called or the Center Director will collect the child and take the child to the nearest hospital. The Center Director will then notify the child’s parent/guardian.
Accident Procedures: Children

1. The closest Head Start attending staff member will approach the injured child and assess the extent of the injury while calming and reassuring the child.

2. If determined to be a non-emergency, the staff member will provide immediate first aid, if needed, following proper safety procedures.

3. If the injury is determined to be severe or requiring immediate medical attention, the staff member will radio the Center Director, who will then immediately call Emergency Medical Services and then the parents. Some examples of situations requiring immediate emergency care are when the child:
   - is unconscious, semi-conscious or unusually confused.
   - experiences an allergic reaction requiring the administration of an epi-pen
   - appears to have a blocked airway.
   - is not breathing or is having difficulty breathing, shortness of breath or is choking.
   - has bleeding that won’t stop.
   - coughing up or vomiting blood.
   - has a seizure for the first time, a seizure that lasts more than 5 minutes, or an atypical seizure.
   - has injuries to the head, neck or back.
   - has a condition that could worsen or become life-threatening on the way to the hospital if not transported by EMS.
   - may be injured by further moving.
   - needs the skills or equipment of paramedics or emergency medical technicians.

4. Serious injuries require the submission of an Accident Form to the program and university. A copy of the original form, completed and signed by a physician including any limitations, must be provided to the Health and Nutrition Coordinator before the child is approved to return to the Head Start Center.

5. An Incident Report must be completed for all injuries, according to facility policy.

6. For non-emergency injuries (i.e. bite, bruise, cut, abrasion), a copy of an incident report goes home with the child the day the incident occurred. For injuries that may be non-emergency but still may be significant or require monitoring, the Center Director or designee will contact the parent/guardian or other emergency contact using the Emergency Data Form.

7. The Center Director or designee will provide a brief report to the Head Start Director’s Office.

8. DCFS Day Care Licensing Regulations dictate that specific accidents must be reported to the licensing representative immediately and/or submitted as a written report; Center Directors must refer to licensing standards and follow procedures. Phone contact must be made to the Assistant Director and the Health and Nutrition Coordinator informing them of the accident. If a written report is to be submitted to DCFS, a copy is to be provided to the Head Start Director for review prior to submission to DCFS.

Staff: The accident procedure for staff follows the same guidelines as those for children. The closed Head Start staff member will provide immediate assistance and contact the Center Director to initiate a call to Emergency Medical Services, if necessary. All staff experiencing an injury while at work must follow university reporting procedures as detailed in Personnel Policies.
Disaster Procedures

1. Posted procedures
   The following procedures and information are posted in each classroom:
   - Emergency numbers
   - Location of nearest phone
   - Location of first aid kit
   - Fire, tornado, earthquake information
   - Fire evacuation procedures and exit chart
   - Tornado safety locations
   - Emergency Preparedness Supplies

2. Center Directors conduct monthly fire drills and document on the prescribed form. Any problems/issues are discussed at weekly Center Director meetings and corrected.

3. Tornado drills are conducted bi-annually in October and March. Each classroom has a designated interior location away from windows to position themselves against the wall, with arms covering their heads and necks.

4. Earthquake drills are conducted bi-annually in September and February.

5. Bus evacuation drills are conducted in September (within the first 30 days of school), January, and April of each program year.

6. Armed Intruder drills are conducted once in August without children and once in January with children.

7. In addition, classroom staff practice informal drills with their children and plan classroom activities to reinforce safety procedures.

   Note: Additional information on Natural Disasters is addressed under Section VII. Crisis Management.

B. CLASSROOM SAFETY PROCEDURES

For additional information see:
SIU Carbondale Head Start Operating Policies and Procedures: B.22.9

Each classroom will post a sign listing the following guidelines for safety practices:
   - Medical and Dental Emergency Procedures
   - Location of the first aid kit and emergency supplies
   - Exit Signs

Staff receive extensive training and technical assistance related to the safety of children and staff.

Central office Health staff complete safety checklists quarterly at each site to ensure staff are implementing safety practices. At the conclusion of each site visit:
The Reviewer generates a formal written document containing issues identified, person responsible, and due date. The document is sent to each according Center Director and the Program Director.

The Health and Nutrition Coordinator monitors that tasks are completed by due date with appropriate accompanying documentation.

C. RELEASE OF CHILDREN

For additional information see: Operating Policies and Procedures: G.10.6

The following procedures outline the release of children placed in SIU Carbondale Head Start’s care:

- Children will only be released from the classroom or bus to parents/guardians or other individuals listed on the Emergency Data Form.
- Parent/guardian/designated person is responsible for escorting children to and from the bus. Head Start will assume responsibility for children upon entry to the bus.
- Children will only be picked up and dropped off at the location listed on the Emergency Data Form.
- Program staff may request picture identification.
- Any changes in pick up or drop off location must be submitted in writing to the Center Director.
- No changes will be made by phone, unless approved by Center Director.

When the parent/guardian or designated adult is not home or at the approved drop off location:

- If a child is not picked up by dismissal or the parent/guardian is not present when the bus arrives, a SIU Carbondale Head Start staff member will call the parent/guardian at home, work, and any cell phone numbers, which are on file.
- Children on buses will be brought back to their center at the end of the bus route, and the parent/guardian will be responsible to pick up the child from the center.
- If a parent/guardian cannot be reached after 10 minutes, emergency contacts on file will be called.
- If the parent/guardian or emergency contacts cannot be reached after 60 minutes, according to DCFS licensing standards, the SIUC Head Start staff will contact the proper authorities. Parents may be charged late pick-up childcare rate of $1.00 per minute/per child.
- The protection and wellbeing of the child remains the responsibility of SIUC Head Start until the parent/guardian, the designated emergency contact, or proper authorities arrive.
- SIUC Head Start will never hold the child responsible for the situation. All discussions of late pick-up will be with the parent/guardian and never with the child.

D. POST-TRIP INSPECTION

For additional information see: Operating Policies and Procedures: G.10.7

Procedures are in place to ensure no children remain on a bus or van at the end of a route. Drivers take attendance on each route so they know exactly which children are riding that day. Children are unloaded from the rear to the front of the buses and the bus monitor stays behind
the last child and guides each child out of his/her seat. This allows the bus monitor to be aware of any child who for some reason (sleeping, gathering items, etc.) has not left the bus.

At the end of each route, the Driver and Monitor walk through the entire bus to verify that no children are left. Drivers must de-activate the buzzer system. The Center Director (or designee) then inspects for remaining children as a third level of assurance. Driver, Monitor, and Center Director (or designee) initial the attendance sheet after the bus has been checked to verify there is no child on the bus.

E. BUS EVACUATION PROCEDURES

For additional information see: Operating Policies and Procedures: G.10.19

The following is a list of reasons that may require a bus driver to evacuate children from the bus:

- Tornadoes or strong storms
- Fire or indication the bus may catch fire
- An accident where the location of the bus puts children in further danger
- A civil disturbance, which may place children in danger

Bus evacuation drills are scheduled in September, January, and April of each program year under the supervision of the Center Director. In addition to drivers and monitors, teachers participate in the drill to become familiar with the procedures. Children and staff practice both front and rear door evacuation.
VII. EMERGENCY PREPAREDNESS

A. PLAN DEVELOPMENT

B. NATURAL DISASTERS

C. TECHNOLOGICAL DISASTERS

D. CIVIL DISTURBANCES

E. VEHICLE ACCIDENTS

F. PANDEMIC FLU

G. DISASTER AFTERMATH

H. DISASTER TEAMS

I. ADDITIONAL INFORMATION AND PROCEDURES
VII. EMERGENCY PREPAREDNESS

A. PLAN DEVELOPMENT AND UPDATES

The Crisis Management Plan was developed to provide staff with effective guidelines to follow during and after emergency situations such as natural and technological disasters and various civil disturbances. The intent of the guidelines is to improve the safety and security of children, staff, and visitors.

A Crisis Management Committee, consisting of center and program management staff, was formed to determine the specifics to be covered in the plan and how the procedures could be individualized for each center’s differing needs.

Representatives of the SIU Carbondale Department of Public Safety met with the committee to provide training and resources and conducted a security survey at each center. Center Directors utilized the results and recommendations of this survey in individualizing plans for each center.

Resources reviewed for planning included:

- Blauvelt on Crisis Management – National Alliance for Safe Schools
- Crisis Management Plan – Flanagan Unit 4 School District
- Unified Emergency Contingency Plan for Schools – Illinois State Police
- SIU Carbondale Emergency Response Guide
- Developing a School Earthquake Safety Program – Federal Emergency Management Agency
- Center for Disease Control
- Federal Emergency Management Agency

Training attended by staff included:

- Illinois Safe School Workshops provided by the Illinois State Police and the Illinois State Board of Education
- Violence in the Workplace provided by the SIU Carbondale Department of Public Safety

The plan is updated annually by the Health and Nutrition Coordinator with input from Center Directors and other appropriate staff. The following data is to be updated annually:

- Employee directory
- Cellular phone numbers
- Employee placement by room
- Fire/tornado/earthquake drill locations
- Emergency teams and chain of command
- Reunification locations

In addition, evacuation kits will be inspected and replacement items added as needed.

B. NATURAL DISASTERS

Tornado
Signal – Public tornado siren, SIU Carbondale Emergency Alert System, NOAA Weather Alert Radio (currently located in accounting staff area), Weather Radios (located in Center Directors’ offices)

Centers
- Teachers should lead children to designated safety location and have children kneel and cover their heads and necks with their hands.

Buses
- Bus drivers are to use caution and are to notify their immediate supervisor immediately, who will in turn notify the Program Director and/or Training Specialist for further instructions if necessary. Bus drivers are to always follow regulations provided by the Secretary of State training that is provided during the annual Bus Driver Refresher training.

Earthquake
Signal – Generally no warning before onset of shaking

Centers
- Stay clear of windows, exterior walls, elevators, basements, and tall furniture.
- Take cover under a sturdy desk, table, or bench and hold onto it.
- Stay inside until the shaking stops.
- If outdoors, move to an open area away from overhead hazards (power lines, falling brick, glass, or trees).

Buses
- Bus drivers are to use caution and are to notify their immediate supervisor immediately, who will in turn notify the Program Director for further instructions if necessary. Bus drivers are to always follow regulations provided by the Secretary of State training that is provided during the annual Bus Driver Refresher training.
- Pull to the side of the road away from tall buildings, trees, signs, street lights, and power lines.
- Do not stop on or below overpasses or bridges.
- Radio location into center.
- Keep students on the bus.
- Have students take cover by putting their head between their knees and remaining in their seat.
Floods
Signal – Monitor weather radio for flood information

Centers
- Evacuate children to buses whenever possible in order to move to higher ground or contact first responders.
- Do not walk through moving water. If must walk through water, make sure the water is not moving. Use a stick to check the firmness of the ground in front of you.
- If time permits, Center Directors should turn off gas, electricity, and water and disconnect electrical appliances to prevent electrical shock when electricity is restored.

Buses
- Bus Drivers are to use caution and are to notify their immediate supervisor immediately, who will in turn notify the Program Director for further instructions if necessary. Bus drivers are to always follow regulations provided by the Secretary of State training that is provided during the annual Bus Driver Refresher training.
- Do not drive into flooded areas and avoid moving water
- Move children to safe location along the route if necessary and possible.

Winter Storm
Signal – warning from National Weather Service of snow and ice

Centers
- If children are dismissed early due to inclement weather, announcement will be made on TV/Radio stations listed in the Parent Handbook.
- Parents will be contacted via School Messenger
- Center Directors will determine if there are any children who should not be transported to their drop off location due to unavailability of parent/childcare giver.
- Teachers shall remain with the children that are not being transported home.
- Center Directors will arrange for parents/guardians to be called to inform them of the situation.

Buses
- Drivers will radio into center if roads become hazardous while en route.
- Center Director will consult with Program Director to determine best course of action.
C. TECHNOLOGICAL DISASTERS

Explosions

Centers
- Teachers should lead children out of building and to the designated safety location.
- Children may be placed on buses, which can be pulled away from the building.
- Teachers should take attendance - notify center director of any missing children.
- 911 should be called if alarm does not sound during an explosion.

Buses
- Bus drivers are to use caution and are to notify their immediate supervisor immediately, who will in turn notify the Program Director for further instructions if necessary. Bus drivers are to always follow regulations provided by the Secretary of State training that is provided during the annual Bus Driver Refresher training.
- Driver and monitor should assist children in exiting bus from the exit that is not blocked by fire.
- Children should be led to a safe location away from the bus and traffic.
- Driver or monitor should take attendance.
- Radio information into center once situation is safe - if unable to use the radio, call from nearby home or business.

Hazardous Materials

Centers
- If incident occurs outdoors and there is no time to evacuate away from the building, close all doors and windows and remain indoors. Place towels or other type materials at bottom of doors, around windows, etc.
- If incident occurs indoors evacuate building according to fire evacuation procedures.
- Turn off all ventilation and heating systems which draw in outside air or circulate inside air.
- Buses/agency vans can be used for transporting children, families, and staff away from site.
- Call 911 if necessary.

Buses
- Bus drivers are to use caution and are to notify their immediate supervisor immediately, who will in turn notify the Program Director for further instructions if necessary. Bus drivers are to always follow regulations provided by the Secretary of State training that is provided during the annual Bus Driver Refresher training.
- Close all windows and drive bus out of area.
- Radio center and report incident.

Natural Gas Leaks

Signal – smell of gas

Centers
- Evacuate the building using fire evacuation plan.
- DO NOT use the fire alarm or activate any electrical switches or devices that may cause a spark.
- Buses/agency vans can be used for transporting children and staff away from the site.
• Phone the gas company and 911 if necessary.

D. CIVIL DISTURBANCES

Threats of Violence

Centers

• Staff should, when possible, direct any individuals who appear to be threatening to the Center Director’s office.
• If individual refuses to move on to the Center Director’s office, staff not involved with individual should notify Center Director of the situation and to determine if a 911 call is warranted.
• If situation occurs in Center Director’s office, other staff should be aware and ready to call 911 if situation warrants.
• If alone in a classroom or office, attempt to walk to another part of the building where you might be seen or heard by other staff.
• Use techniques to diffuse the situation.
  o remain calm
  o do not indicate any threat to the individual
  o do not stand or sit too close – give the person 2 to 4 feet of distance from you
  o do not touch the individual
  o find another staff member to join you or keep the meeting in an open area
  o do not disregard the person’s opinion or blame the person
  o visually inspect the person for suspicious bulges or other indication of a weapon
• If necessary evacuate children from classroom to an alternate area (outdoors, gym, office, another classroom, bus).
• Provide the police with the following:
  o name of school and/or location
  o name and description of intruders
  o type of weapons, if any
  o any demands/instructions intruder(s) have given
  o description of vehicle and license plate information

Buses

• Bus drivers are to use caution and are to notify their immediate supervisor immediately, who will in turn notify the Program Director and/or Training Specialist for further instructions if necessary. Bus drivers are to always follow regulations provided by the Secretary of State training that is provided during the annual Bus Driver Refresher training.
• Try to avoid allowing irate individuals to enter the bus by keeping door partially closed.
• Slowly pull away if necessary.
• If individual does enter bus calmly ask them to step off bus to discuss the situation -- at this time the monitor can radio the center for help, if necessary.
• If individual refuses to step down off the bus, attempt to diffuse the situation. See techniques listed above in center procedures
• Radio the center

Armed Intruders and/or Hostage Situation
SIU Carbondale Head Start employees are trained on the “ALICE” response to an armed intruder. “ALICE” is an acronym for five steps to increase chances of surviving a surprise attack by an Active Shooter. The “ALICE” response does not follow a set of actions must be performed in a certain order when confronted with an Active Shooter. The survival of the children and staff are paramount in this situation

1) **Alert**- Can be anything.
   - Gunfire
   - Witness
   - PA Announcement
   - Phone alert

2) **Lockdown**- Evacuation is the preferred response. If evacuation is not possible, they must barricade to secure the room.
   - Lock the door using all securing mechanisms.
   - Cover any windows in the door if possible
   - Tie down the door, if possible, using belts, purse straps, shoe laces, zip ties etc.
   - Barricade the door with anything available (desks, chairs, rolling cabinets, etc.)
   - Look for alternate escape routes (windows, other doors)
   - Call 911
   - Move out of the doorway in case gunfire comes through it
   - Move children to the safest location in the room
   - Silence or place cell phones on vibrate
   - Once secured, do not open the door for anyone. Police will enter the room when the situation is over.
   - Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
   - Put yourself in position to surprise the active shooter should they enter the room.

3) **Inform**- Using any means necessary to pass on real time information.
   - Given in plain language.
   - Can be derived from 911 calls, video surveillance, etc.
   - Who, what, where, when and how information
   - Can be used by people in the area or who may come into it to make common sense decisions
   - Use in-class radio system to alert all center staff

4) **Counter**- This is the use of simple, proactive techniques if confronted by the Active Shooter.
   - Anything can be a distraction device
   - Throws things at the shooters head to disrupt their aim
   - Give children the command to act (disruption tactics) or move
   - Create as much noise as possible
   - Attack in a group (swarm) if possible
   - Grab the shooters limbs and head and take them to the ground and hold them there
   - Fight dirty-bite, kick, scratch, gouge eyes, etc.
   - Run around the room and create chaos
   - If you have control of the shooter call 911 and tell the police where you are and listen to their commands when officers arrive on scene.
   - Commit to your actions, this is the last resort.
5) **Evacuate**- Remove yourself and the children from the danger zone as quickly as possible.
   - Decide if you can safely evacuate
   - Assist children in moving to secure rally points away from the building
   - Run in a zigzag pattern as fast as you can if alone
   - Do not stop running until you are far away from the area
   - Bring something to throw with you in case you would encounter the Active Shooter
   - Consider the distance to the ground if you go out a window. 3 floors up is considered the survivable drop zone.
   - Break out windows and attempt to quickly clear glass from the frame
   - Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall
   - Hang by your hands from the window ledge to shorten your drop
   - Attempt to drop into shrubs, mulch or grass to lessen the chance of injury
   - Do not attempt to drive from the area
   - Once at the rally point move children to most secure position possible and account for all the children in your care

**Abduction Centers**
- Call 911 and give the following information:
  - identify self and school and/or location
  - name and description of child and abductor
  - type of weapons, if any
  - any demands/instructions abductor has given
  - description of vehicle and license plate information
  - direction vehicle took upon leaving
  - place and time student last seen
- Keep witnesses to event separated to prevent sharing stories.
- Secure the area of conflict.
- Evacuate the center if necessary by using fire evacuation routes and procedures.

**Buses**
- Buses Bus drivers are to use caution and are to notify their immediate supervisor immediately, who will in turn notify the Program Director and/or Training Specialist for further instructions if necessary. Bus drivers are to always follow regulations provided by the Secretary of State training that is provided during the annual Bus Driver Refresher training.
- Radio center with the following information:
  - location of bus
  - name and description of child and abductor
  - type of weapons, if any
  - any demands/instructions abductor has given
  - description of vehicle and license plate information
  - direction vehicle took upon leaving
- Center Director will call 911.

**Bomb Threats**

**Centers**
• Try to stay calm when phone call is received and document as much data about the call and caller as possible by using the SIU Carbondale Bomb Threat Checklist Card.
• If threat is received by email or voice message, save the message on the machine – DO NOT Delete.
• If possible, notify another staff member to call 911 and evacuate the building using fire evacuation guidelines while you are still on the phone.
• If no other staff is available call 911 as soon as you hang up from the caller and start the evacuation process.
• Radio should not be used for communication from inside the school as radio waves could accidentally detonate a bomb device.
• If time permits arrange for a systematic search of the building.

E. VEHICLE ACCIDENTS

Take these steps immediately after a vehicle accident:

Bus Drivers and Monitors:
• Check children/passengers for injuries and administer first aid if necessary.
• Call 911 if necessary.
• Determine whether the situation is safe for children/passengers to remain on the vehicle. If necessary, remove passengers from bus to a safe location.
• Radio or call the Center Director with your location and injuries.
• Continue reassuring the injured and/or giving first aid until help arrives.
• The Center Director will notify the Program Director immediately.
• Call Risk Management at (855) 495-1554 to inform them of the accident and request a claim form.

Center Directors or Designee:
• Notify the Program Director immediately.
• Notify parents/guardians of the accident immediately, upon notification of those involved.
• If there is a human fatality due to the accident, report to the Secretary of State at (217) 782-7674 no later than one business day following the date of the accident.
• If there is bodily injury requiring one or more persons to be transported to a medical facility and the school bus driver involved in the accident is issued a traffic citation, report to the Secretary of State no later than one business day following the date of the accident.
• If there is disabling damage to any motor vehicle involved in the accident that requires a vehicle to be towed from the scene, and the school bus driver is issued a traffic citation, report to the Secretary of State no later than one business day following the date of the accident.

Drug and Alcohol Testing:

All employees whose performance either contributed to the accident or cannot be completely discounted as contributing to the accident must be alcohol or drug tested. Testing should be
administered within the first two hours after the accident. An accident is defined as any accident causing significant damage, injury or loss of life.

If a driver receives a moving violation, he/she must complete a drug and alcohol, which is coordinated through Human Resources by contacting (618) 453-6682. If the accident occurs after normal business hours, the SIU Carbondale Campus Police should be contacted for the testing.

F. PANDEMIC FLU PLAN OF ACTION

Planning and Coordination

The following plans will be implemented:

- The Health and Nutrition Coordinator is responsible for identifying reliable sources of information and watching for public health warnings about flu, school closings, and other actions taken to prevent the spread of flu.
- In the event of a pandemic flu outbreak the Director will coordinate with the local health department, the licensing agency, the funding source and/or other local officials to determine the best course of action and if closure is necessary.
- Program operations may be affected, depending on length of closure and which centers affected. Response would be determined at time of event, however, and general responsibilities are as follows:
  - Director is responsible for notifying Executive Director, Assistant Director, Office Administrator, and Coordinators
  - Supervisors are responsible for notifying their staff per direction of the Director.
  - Center Based Food service, storage, and delivery
    - Health and Nutrition Coordinator is responsible for cancelling food delivery if necessary
    - Health and Nutrition Coordinator is responsible for communicating with Center Directors about storage/disposal of food at centers
    - Cooks/Center Directors will determine if menu changes are necessary upon reopening
- Communication with Families
  - Center Directors are responsible for notifying families of closure via School Messenger and Remind.
- Communication with staff
  - Assistant Director will notify all staff via School Messenger and text.
- Communication with partners
  - Marion Center Director will communicate with co-location.
- Cleaning/disinfection of buildings and buses
  - Center Directors are responsible for evaluating severity of need and proposing options to Assistant Director
- Central Office
  - Payroll and accounting functions
- Communication with campus
  - Families will be encouraged to develop a “Plan B” for childcare arrangements in the event of a closure. Information about planned closures
is shared with families at parent orientation and in the parent handbook and families are encouraged to locate a reliable secondary source of childcare at that time. Follow-up is provided to families through home visits with Family/Community Service Workers and individually as needed. Information about childcare resources is available to families in the Community Resource Guide.

- Families are provided information about sources of food (i.e. food pantries, Angel Food Ministries, soup kitchens) in the Community Resource Guide and during home visits with Family/Community Service Workers.
- Local mental health agencies and health departments will provide services for dealing with stress and other problems caused by a flu pandemic.

**Student Learning and Program Operations**
Families will be able to continue their child’s learning at home by utilizing information shared at parent/teacher conferences, home visits and through weekly parent/child activities.

**Infection Control Policies and Actions**
- Lesson plans regularly include habits that protect children from disease.
- Teachers/staff role model appropriate hygiene practices.
- Posters are posted at centers that teach proper hygiene practices, such as hand washing techniques and cover your cough/sneeze.
- Parent Handbook includes information about proper hygiene practices and when to keep a child home if ill. The Parent Handbook is reviewed at parent orientation.
- Toys/materials/naptime bedding are cleaned regularly.
- Agency newsletter features articles related to illness, attendance policies and proper hygiene at various times throughout the year.
- Children’s health records are reviewed upon entry into the program, and children are kept up-to-date on well-child examinations and immunizations.
- Additional information and handouts may be provided to families as determined by the Director.
- Ample soap, paper towels, and tissues are provided to centers and monitored.
- Southern Illinois University provides free flu shots to all employees through the local health department and clinics hosted on campus by SIU Carbondale Health and Wellness Services.
- Children’s attendance is documented daily. Staff follow-up with families daily to find reason for absence. Detailed attendance records are maintained.
- Teachers observe children daily and document status on Daily Health Observations.
- Children who become ill while at Head Start are isolated from other children until they are picked up by a caregiver.
- DCFS Licensing Regulations for Daycare Centers requires sick staff members to stay home.
Communications Planning
Families will be notified of a closure as soon as possible either through written notices sent home with the child, telephone contact (either through School Messenger or one-on-one call) and/or local television and radio stations. The Parent Handbook tells families how to keep informed in the event of an emergency or closure. The handbook is reviewed with families during Parent Orientation. Families will be provided additional information and resources as needed/request.

G. DISASTER AFTERMATH

Initial Responses for All Crisis Situations

CALM CHILDREN AND CHECK FOR INJURIES
Centers
Each center will have a disaster team and individuals designated to be responsible for the following:

- calling 911 if necessary
- calling parents of any injured children
- answering the phone
- directing individuals (media, parents) arriving at door or parking area
- providing first aid if necessary
- distributing supplies
- setting up command centers (media and parents)

Teachers should lead children back to classrooms if possible. Children may be released to parents or other individuals listed on the EDFs. Children who are not picked up should be transported to their drop off location as close to their normal time as possible.

If evacuation from building is necessary, children may be relocated to the buses. Teachers should take EDF’s and sign out sheets if possible.

Buses
Bus drivers are to use caution and are to notify their supervisor immediately, who will in turn notify the Program Director for further instructions if necessary. Bus drivers follow regulations provided by the Secretary of State training that is provided during the annual Bus Driver Refresher training.

- Provide first aid.
- Return children to bus if possible.
- Radio report of damage/injuries into Center Director.
- Call 911 if necessary
- Continue on with route if possible
- (may need to wait for emergency vehicle or drive bus onto emergency room)
- If children cannot be returned to the bus, seek nearby shelter (business or home). Report location to center director.

Additional Considerations for Tornados, Earthquakes, Hazardous Materials, Gas Leaks

- Stay off phones except to report emergencies
- Continue to monitor battery-powered radio for emergency information
- Open cabinets and doors cautiously as objects can fall from shelves, etc.
• Be aware of hazards from exposed nails or broken glass
• Do not touch downed power lines or objects in contact with downed power lines.
• Check for structural, electrical, gas-leak, sewer and water line damages. Shut off water supply, electrical power, natural and propane gas to avoid fire, electrocution, or explosions, if safe to do so.
• Do not use the fire alarm or activate any electrical switches for devices that may cause a spark.
• Use flashlights rather than candles, matches, lighters to avoid the risk of fire or explosion.

Additional Considerations for Floods
• Listen to news reports to determine if the water supply is safe to drink.
• Avoid floodwaters as they may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from downed power lines.
• Be aware of where floodwaters have receded. Roads may have weakened and could collapse under the weight of a vehicle. Flood debris can hide animals and broken bottles.
• Be wary of wildlife and other animals.
• Do not touch downed power lines or objects in contact with downed power lines.
• Stay out of any building surrounded by water.
• Service damage sewage systems as soon as possible.
• Clean and disinfect everything that got wet. Mud left from flood water can contain sewage and chemicals.
H. DISASTER TEAM MEMBERS AND RESPONSIBILITIES

The agency has alerted First Responders of each SIU Carbondale Head Start location and the agency’s emergency procedures.

First responders indicate that for the first 72-hours following a disaster, the program should be prepared to be self-sustaining.

I. Incident Supervisor – Center Director
   d. Overall coordinator
   e. Will update emergency responders on situation and direct to appropriate locations
   f. Will direct media to holding location and inform them of when or if a statement will be released

II. Parent Reunification – FCSW assigned by Center Director
   a. Responsible for releasing children to parent/guardian
   b. Responsible for documenting release on sign out sheet

III. Communicator/Recorder – staff member assigned by Center Director
   a. Responsible for monitoring emergency radio or other communication devices
   b. Responsible for communicating with bus drivers if buses are in-route
   c. Responsible for in-house communication (updating staff on status of emergency, number of children remaining, etc.)
   d. Responsible for recording things such as time emergency responders called and arrived, # of children on site, # of children on buses, if any, etc.)

IV. Supply Manager – staff member assigned by Center Director
   a. Responsible for distributing/maintaining emergency supplies

V. Teachers
   a. If not with assigned children, return to them immediately.
   b. Count children as leaving the room.
   c. Take attendance forms, emergency data sheets, first aid kit, and classroom emergency kit to the emergency location.
   d. Take attendance at the emergency location.
   e. Report any missing children or report all children accounted for to the person in charge of communication and recording.

In smaller centers, one staff member may be assigned more than one role.
I. ADDITIONAL INFORMATION AND PROCEDURES

I. Media Management
   a. Center Director (or designee) should notify the Assistant Director or Program Director of the crisis. Program Director will notify the appropriate individuals of the situation.
   b. Center Director (or designee) should direct any phone calls from the media to the Program Director’s office.
   c. Center Director (or designee) should direct all media representatives that arrive at the center to a designated location. Tell media that no one on site has the authority to speak to them regarding the situation, but that an official statement will be made at some point.

II. Death of a Child or Staff Person
   a. Center Director (or designee) should notify the Assistant Director or Program Director of the situation.
   b. Program Director will notify the appropriate individuals of the situation and determine the need for letters to all parents/guardians.
   c. Administration will take measures to provide counseling for children and staff as needed.

III. Restoring Operations After a Crisis Situation
   The Program Director will determine when a center will reopen following a crisis and based on the following:
   a. Structural integrity of building
   b. Operational fire alarm systems
   c. Restored utilities (electricity, water, and phones)
   d. Operational kitchens (as determined by county health department)
   e. Viable and sufficient food supply
   f. Usable and safe furnishings, equipment, materials, and supplies
   g. Operational buses with accessible routes
   h. Counseling as determined necessary

IV. Emergency Preparedness Supplies - Storage of Emergency Supplies
   a. A sign listing the locations of Emergency Supplies is above the First Aid Kit sign in each classroom and Center Director office.
   b. A locked filing cabinet drawer in each classroom is labeled for Emergency Supplies and should include the designated number of Quake Kare Kits and a flashlight.
   c. A Center Kit (labeled trashcan) will include the following supplies:
      i. Quake Kare Kits for staff
      ii. 1 Large Flashlight (6 volt battery included)
      iii. 1 Spare Battery (6 volt)
      iv. 1 Roll of Duct Tape
      v. 1 Pry Bar (36”)
      vi. Heavy Duty Gloves (2 Pack)
      vii. Instant Cold Pack Box (2 Pack): 2 boxes per center
   d. Hand Warmers (2 Pack): 6 packages per center
   e. Locked Medication/First Aid Supplies backpack:
      i. Water Purification Tablets for each center (10 per center)
      ii. 1 Bottle of Extra Strength Tylenol 225 gel caps (500mg)
iii. 1 Bottle of Hydrogen Peroxide 32oz.
iv. 1 Bottle of Iodine 8oz.

e. Center Kits will be located in the following locations:
   i. Carbondale Center: Storage Room 108
   ii. Marion Center: Small Storage Room
   iii. Murphysboro Center: Center director’s office

g. Administrative Office Kits will be located in the following locations:
   i. Director’s office bathroom
   ii. Building 504 Room 103

The designated staff person will be responsible for checking supplies twice each program year (once prior to the start of school in August and again after the break in January). Emergency supply kits have a five-year shelf-life and will be maintained as funds are available.
VIII. APPENDICES

A. Centers’ Fire Evacuation Plans
B. Centers’ Tornado Drill Locations
C. Centers’ Floor Plans
D. Location of Utility Shutoffs
E. Emergency Supply Kits
F. Emergency Chain of Command/ Center Teams
G. Command Locations
H. Assessment of Emergency Recovery Form
LOCATION OF UTILITY SHUTOFFS

Carbondale
Electricity: North end of building, outside of the gym
Gas: North end of building, outside of the gym
Water: Mechanical Room – blue screw lever in SW corner

Marion
Electricity: Mechanical room – 105
Gas: Southwest outside wall, next to exit
Water: Mechanical room – 105

Murphysboro
Electricity: Box #1 Far wall next to calendar bulletin board Controls baseboard heaters, lights, and main heater
Box #2 Dishwasher room under top cabinet Controls hot water, refrigerators, and classroom appliances
Box #3 Center Director’s office above copy machine Controls the office, dishwasher, emergency exit lights, and other kitchen receptacles
Gas: Main shut off located in front of building painted yellow
Water: Valves under all sinks (bathroom and kitchen)
EMERGENCY CHAIN OF COMMAND

Carbondale
   Holly Duckworth
   Hope Hines
   Renee Jones

Marion
   Wendi Funk
   Krista Cawvey
   Brandy Brinkley

Murphysboro
   Daffney Glasco
   Chrisden Marshall
### COMMAND LOCATIONS

#### Carbondale
- **Parent Reunification:**
  - Gym (inside area)
  - Fenced in area (outside)
- **Media:**
  - Parent Room (inside)
  - Gazebo (outside)

#### Marion
- **Parent Reunification:**
  - North fenced in playground area (outside)
  - Southwest classroom (inside)
- **Media:**
  - West fenced in playground

#### Murphysboro
- **Parent Reunification:**
  - Classroom block area (inside)
  - Playground or bus (outside)
- **Media:**
  - By storage sheds on west side of building
Assessment of Emergency Recovery

Child’s Name: 

Center: 

Date of Visit/Phone Call:

Parent’s Name: 

Phone Number:

What have you had to eat the last couple of days?

Is your power restored?
   If no, how are you keeping your food safe?

Do you have a gas stove?

Do you have enough food?

Do you have a Link card/SNAP Benefits?
   Did you contact DHS and receive an update on Link/SNAP Benefits?

Have you eaten at any of the feeding centers?

Do you have all of your medical care/prescriptions filled?

What additional services are you in need of?
   Diapers, batteries, laundry, water

Are you aware if you are under a boil water order?
   Do you know the process of boiling water to use?

Provide information about IEMA/FEMA and other officials that are going around towns to collect data on amount of loss to home, trees, food, and water.

Comments:

Staff Signature: