

# Emergency Preparedness and Response Plan for Little River Outdoor School

OUR PROGRAM'S ADDRESS IS:

3368 Bethlehem Church Rd. Floyd, VA 24091

NEAREST CROSS-STREETS ARE:

Bethlehem Church Rd./Christiansburg Pike Rd.

School phone numbers:

Isabelle Porter cell (253) 392-9171

Amanda Lawson cell (253) 792-1710

Landline (540) 745-2034

OUT-OF-AREA CONTACT IS:

Claudia Fredricks (360) 904-3072

## **EMERGENCY INFORMATION**

- **Police 911**
- **Fire/Medics 911**
- **Floyd County Sheriff (540) 745-9334**
- **Poison Control Center 1-800-222-1222**
- **Child Protective Services 1-800-552-7096**
- **Carilion New River Valley Medical Center (540) 731-2000**
- **Appalachian Power 1-800-956-4237**
- **Property Owner Amanda Lawson (253) 792-1710**
- **Insurance Agency - Leonard Brown Agency, Jeffrey Nosenzo**
- **Emergency Management Coordinator, Kevin Sowers**
- **(540)-745-9313 (540)-745-9334 24hr line**
- **Radio Station with Emergency Broadcasting**  
**WSLQ FM 99.1 WROV FM 96.3 WRVL FM 88.3**
- **Program Cell Phone**
- **Isabelle (253) 392-9171 Amanda (253) 792-1710**
- **Virginia Social Services Licensor - Shirl Spencer (276) 608-3758**
- **Floyd County Health Department (540) 745-2142**
- **School's Planned Evacuation Sites**
  - **Off-site**
    1. **Warren G. Lineberry Park 284 South Locust St. Floyd, VA 24091**
    2. **Jesse Peterman Memorial Library 321 W. Main St. Floyd, VA 24091**
  - **On-site Home or Barn**
- **School's Out-of-Area Contact**  
**Claudia Fredricks (360) 904-3072**

We have developed this emergency/disaster plan to provide safe care for our children should an emergency or disaster occur during the school day. A copy of this plan is always available for review. It is located in the first aid kit and available at all times while children are present. Staff is introduced to this plan during orientation. Additionally, we review the plan with staff annually. We practice emergency preparedness drills monthly and evacuation drills quarterly.

**Fire extinguishers** 1. Barn, in tack room 2. Home, in kitchen

**Gas shut-off** is located on the Northwest corner of the home on the tank

**Electrical panel** is located in garage

**Water shut-off** is located in mechanical room lower level

All staff members are trained in utility control (how to turn off gas, electric, water)

Parents/Guardians are oriented to this plan at orientation by the program director.

A parent/guardian from each family is asked to sign that they have reviewed the plan.

American Red Cross: <http://www.redcross.org>

Federal Emergency Management Agency (FEMA): <http://www.fema.gov>



## LIFE SAFETY & FIRST AID

First Aid bag will remain with teachers and students throughout the day. It will include:

Emergency Preparedness and Response Plan, Child's Record Form for all enrolled children, scissors, tweezers, gauze pads, adhesive tape, adhesive bandages assorted sizes, antiseptic cleaning solution or pads, digital thermometer, triangular bandages, single use gloves such as surgical or examination gloves, activated charcoal, first aid instructional manual, ice pack or cooling agent, radio, flashlight

## RESPONSE

*The following pages provide a response guide to the particular situations listed below. This guide is a reference for responding to an incident.*

**BOMB THREAT**

**CHEMICAL OR RADIATION EXPOSURE**

**DANGEROUS PERSON**

**EARTHQUAKE**

**EVACUATION**

**FIRE**

**FLOOD**

**HEATWAVE**

**LANDSLIDE OR MUDFLOW**

**LIGHTNING**

**LOCKDOWN**

**MISSING OR KIDNAPPED CHILD**

**PANDEMIC FLU/CONTAGIOUS DISEASE**

**COVID 19**

**POWER OUTAGE**

**SEVERE STORM**

**SHELTER-IN-PLACE**

**VOLCANO**

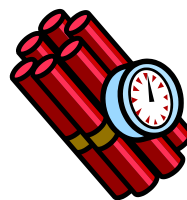
**WINDSTORM**

## **BOMB THREAT**

- ☐ Check caller ID if available.
- ☐ Signal to another staff member to call 911, if able. (*Write "BOMB threat" on piece of paper, along with phone number on which call was received.*)
- ☐ **Before you hang up**, get as much information from caller as possible.

### **Ask caller:**

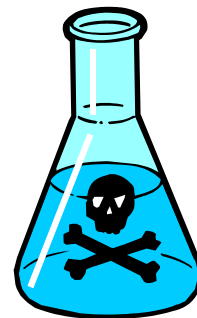
- ☐ *Where is the bomb?*
- ☐ *When is it going to explode?*
- ☐ *What will cause the bomb to explode?*
- ☐ *What does the bomb look like?*
- ☐ *What kind of bomb is it?*
- ☐ *Why did you place the bomb?*



### **Note the following:**

- ☐ *Exact time of call*
  - ☐ *Exact words of caller*
  - ☐ *Caller's voice characteristics (tone, male/female, young/old, etc.)*
  - ☐ *Background noise*
- 
- ☐ Do not touch any suspicious packages or objects.
  - ☐ Avoid running or anything that would cause vibrations in building.
  - ☐ Avoid use of cell phones and 2-way radios.
  - ☐ Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

# CHEMICAL OR RADIATION EXPOSURE



- If emergency is widespread, monitor local radio for information and emergency instructions.
- Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
- If inside, stay inside (unless directed otherwise).
- If exposed to chemical or radiation outside:
  - Remove outer clothing, place in a plastic bag, and seal. *(Be sure to tell emergency responders about bag so it can be removed.)*
  - Take shelter indoors.
  - If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.

# DANGEROUS PERSON



If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.

- Immediately let staff know of dangerous or potentially dangerous person.
- Initiate **LOCKDOWN**.
- Call 911 from a safe place.

- If the person is in building:**
- Try to isolate the person from children and staff.
  - Do not try to physically restrain or block the person.
  - Remain calm and polite; avoid direct confrontation.

- If children are outside:**
- and dangerous person is outside: Quickly gather children and return to classroom and initiate lockdown procedures. If this is not possible, evacuate to designated evacuation site.
  - and dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

- If children are inside:**
- Keep children in classrooms and initiate **LOCKDOWN**

# EARTHQUAKE

## Indoors:



- ☐ Quickly move away from windows, unsecured tall furniture, and heavy appliances.
- ☐ Everyone **DROP, COVER, & HOLD**.  
**DROP** to floor  
**COVER** head and neck with arms and take cover under heavy furniture or against internal wall  
**HOLD ON** to furniture if under it and hold position until shaking stops
- ☐ Keep talking to children in calm manner until safe to move.
- ☐ Do not attempt to run or attempt to leave building while earth is shaking.

## Outside:

- ☐ Move to clear area, as far as possible from glass, brick, and power lines.
- ☐ **DROP & COVER.**

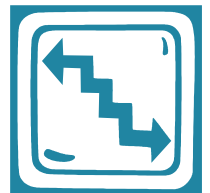
## After earthquake:

- ☐ Account for all children, staff, and visitors.
- ☐ Check for injuries and administer first aid as necessary. Call 911 for life-threatening emergency.
- ☐ Expect aftershocks.
- ☐ Determine if evacuation is necessary and if outside areas are safe. If so, evacuate building calmly and quickly.
- ☐ Escort children to designated meeting spot outside and account for all children, staff, and visitors.
- ☐ Shut off main gas valve if you smell gas or hear hissing sound.
- ☐ Monitor radio for information and emergency instructions.
- ☐ Stay off all phones (for 3-5 hours) unless you have a life-threatening emergency.
- ☐ Call out-of-area contact when possible to report status and inform of immediate plan.
- ☐ Remain outside of building until it has been inspected for re-entry.

# EVACUATION

## On site:

- ☐ Escort children to designated meeting spot, taking:
  - ☐ Attendance sheets
  - ☐ Emergency contact information\*
  - ☐ First aid kit\*
  - ☐ Critical and rescue medications (including EpiPens and asthma inhalers) and necessary paperwork\*
  - ☐ Cell phone
  - ☐ Food and water



- ☐ If safe to do so, search all areas, (bathrooms, closets, play structures, etc.), to ensure that all have left the building.
- ☐ Account for all children, staff, and visitors.

Our pre-planned, on-site evacuation place is: **Barn or Home**

- Off site:**
- ☐ Escort children to designated meeting spot.
  - ☐ Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
  - ☐ Account for all children, staff, and visitors.
  - ☐ Leave note at program site indicating where you are going.
  - ☐ Evacuate to safe location, taking:
    - ☐ Attendance sheets
    - ☐ Emergency contact information\*
    - ☐ First aid kit\*
    - ☐ Critical and rescue\* medications (including EpiPens and asthma inhalers) and necessary paperwork
    - ☐ Cell phone
    - ✓ Food, water, and diapers\*
    - ✓ Battery-operated radio.
  - ☐ Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.

Our pre-planned, off-site evacuation places are: **Warren G. Lineberry Park or Jesse Peterman Memorial Library**

**\*\*Circumstances of any given disaster may necessitate changing evacuation site. The Lead Teacher is responsible for identifying an alternate location, if needed. Post evacuation location on or near fire pit, under roof of woodshed.**



# FIRE

- Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle).
- Evacuate the building quickly and calmly:
  - If caught in smoke, have everyone drop to hands and knees and crawl to exit.
    - Pull clothing over nose and mouth to use as a filter for breathing.
  - If clothes catch fire, STOP, DROP, & ROLL until fire is out.
  - Take attendance sheets and emergency forms, if immediately available.
  - Have staff person check areas where children may be located or hiding before leaving building.
- Gather in meeting spot outside and account for all children, staff, and visitors.
- Call 911 from outside of building.
- Do not re-enter building until cleared by fire department.



# FLOOD

Be aware of any **FLOOD WATCH**

**FLOOD WARNING:** flooding will occur or is occurring in your area.



## If flooding is in area:

- Determine if program should be closed.
- Notify parents/guardians to pick up or not drop off children if school is to be closed.
- Monitor radio for storm updates and any emergency instructions.

## If site is in (imminent) danger of being flooded:

- Escort children to designated meeting spot.
- Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.
- Account for all children, staff, and visitors.
- Leave note at program site indicating where you are going.
- EVACUATE to safe location on higher ground, taking:
  - Attendance sheets
  - Emergency contact information
  - First aid kit
  - Critical & rescue medications (including asthma meds, EpiPens) and forms
  - Cell phone
  - Food, water, and diapers
  - Battery-operated radio.
- Do not try to walk or drive through flooded areas.
- Stay away from moving water and downed power lines.

- Once out of danger, contact parents/guardians or emergency contacts. If unable to get through, phone out-of-area emergency contact or 911 to let them know of your location.
- If you have come into contact with floodwaters, wash hands well with soap and water.
- Throw away food that has come into contact with floodwaters.

*Consult with local health department regarding cleanup measures.*

## **HEAT WAVE**



- Limit outdoor play when heat index is at or above 90°F.
- Ensure everyone drinks plenty of water.
- Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)
- Keep movement to a minimum.
- **Be alert for signs of**

### **Heat Exhaustion:**

cool, moist, pale, or flushed skin  
 heavy sweating  
 headache  
 nausea  
 dizziness  
 exhaustion  
 normal or below normal body temperature

**Administer first aid - take steps to cool person down - and call for help, if necessary.**

### **Heat Stroke:**

**very** high body temperature (>102°F axillary)  
 hot, red skin either dry or moist from exercise  
 changes in consciousness  
 weak rapid pulse  
 rapid, shallow breathing  
 vomiting

**Call 911 immediately and take steps to cool person down.**

*Please note:*

*Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising and have a lower sweating capacity.*

# LANDSLIDE OR MUDFLOW



**LANDSLIDES** are generally associated with heavy rainfall and rapid snowmelt.

**MUDFLOWS** are fast-moving landslides that usually begin on steep hillsides. (Volcanic eruption may also cause mudflows.)

☐ Recognize signs of slides:

- unusual sounds outside, such as rumbling, trees cracking, or rocks colliding
- new cracks appearing in building
- fences, poles, trees tilting or moving

☐ **EVACUATE, if possible.**

☐ If too late to evacuate:

**Indoors:** ☐ Take cover under sturdy furniture.

**Outside:** ☐ Get out of path of slide.

☐ Run to high ground (up hill), away from slide.

☐ If debris approaching, run for cover of trees or building.

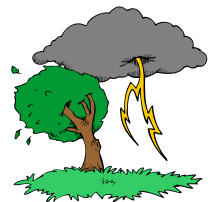
☐ If escape not possible, curl into ball and protect head.

☐ Account for all children, staff, and visitors.

☐ Check for injured or trapped persons near slide area, but stay clear of danger and await rescue personnel.

☐ Stay away from slide area - additional slides may follow.

☐ Be alert for flooding, which may follow slide.



## LIGHTNING

☐ **Indoors:** ☐ Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Wires and metal pipes can conduct electricity.)

☐ Move away from windows. Cover windows with shades or blinds, if available.

☐ **Outside:** ☐ Seek shelter inside an enclosed building.

## LOCKDOWN

☐ Lock outside doors and windows.

☐ Close and secure interior doors.

☐ Close any curtains or blinds.

☐ Turn off lights.



- ☐ Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
- ☐ Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
- ☐ Maintain calm atmosphere in room by reading or talking quietly to children.
- ☐ If phone is available in classroom, call 911 to ensure emergency personnel have been notified.
- ☐ Remain in lockdown until situation resolved.
- ☐ Notify parents/guardians about any lockdown, whether practice or real.

## **MISSING OR KIDNAPPED CHILD**

- MISSING CHILD**
- ☐ Search school site, including all places a child may hide and nearby bodies of water.
  - ☐ Contact parent(s)/guardian(s) to determine if child is with family.
  - ☐ Call 911 with:
    - ☐ **Child's name and age**
    - ☐ **Address of program**
    - ☐ **Physical description of child**
    - ☐ **Description of child's clothing**
    - ☐ **Medical condition of child, if appropriate**
    - ☐ **Time and location child was last seen**
    - ☐ **Person with whom child was last seen.**
  - ☐ Have child's information, including photo, available for police when they arrive.
  - ☐ Continue to search in and around site for child.



- KIDNAPPED CHILD**
- ☐ Call 911 with:
    - ☐ **Child's name and age**
    - ☐ **Address of program**
    - ☐ **Physical description of child**
    - ☐ **Description of child's clothing**
    - ☐ **Medical condition of child, if appropriate**
    - ✓ **Time and location child was last seen**
    - ✓ **Person with whom child was last seen.**
  - ☐ Have child's information, including photo, available for police when they arrive. Parent(s)/guardian(s) should be contacted by police to explain situation.

**Help to prevent kidnapping:**

- Do not release child to anyone other than parent, guardian, or designated emergency contact.
- Call 911 if adults or children express concern about a person at or near school site.
- Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.

## **PANDEMIC FLU/CONTAGIOUS DISEASE**

- ◀ Wash hands well and often.
- ◀ Remind parents and guardians that emergency contact information must be current and complete.
- ◀ Enforce illness exclusion policies for children and staff - insist that sick children and staff stay home or go home.
- ◀ Have and follow a plan to keep ill children away from well children while they are waiting to go home.
- ◀ Keep an illness log of sick children and staff - those sent home and those kept at home.
- ◀ Reinforce teaching about good respiratory etiquette:
  - Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
  - Throw used tissues in a hands-free trash can.
  - Wash your hands after using a tissue or helping a sick child.
- ◀ Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.

### ***Covid 19 Response***

- Temperatures will be taken upon arrival.
- Staff will wear masks when in close proximity to children.
- Students will not share supplies.
- Tables are no less than 6ft apart.
- Class will be outdoors at all times unless there is an emergency. At that time, we would take shelter in the Barn or Home, depending on the emergency. Every person will wear a mask at all times while indoors.
- Little River Outdoor School reserves the right to ask a family to leave the school if we feel the family is taking unnecessary risks with their health.
- Little River Outdoor School reserves the right to ask any family not to return to school for at least 14 days if: traveling outside the state of Virginia, any exposure to a positive case of Covid 19, any member of the family is feeling ill.

**ALWAYS Wash hands well and often**

## POWER OUTAGE

- Determine why power is out.
  - If electrical problems are in building: Take out flashlights and prepare to EVACUATE.
  - If severe weather caused outage:
    - Take out flashlights. (Do not use candles or any alternate lighting source with a flame.)
    - Account for all children, staff, and visitors.
    - Report power outage to power company on hard-wired phone.
    - Do not call 911, except to report an emergency.
    - Turn off or disconnect any appliances, electrical equipment, or electronics that were in use.
    - Leave one light on to indicate when power returns.
    - Keep refrigerator and freezer doors closed.
- If weather is cold:
  - Ensure everyone is wearing several layers of warm, dry clothing.
  - Have everyone move to generate heat. (Lead the class in physical activity or movement games.)
  - Never use oven as source of heat.
  - Never burn charcoal for heating or cooking indoors.
  - Only use an available generator outdoors and far from open windows and vents.
- If weather is hot:
  - Move to lower floors, if possible.
  - Remove excess layers of clothing.
  - Ensure everyone drinks plenty of water.



## SEVERE STORM

- Be aware of any **STORM WATCH**: storm may affect area
- **STORM WARNING**: storm will soon be in or already is in area
- Determine if school should be closed.
- Notify parents/guardians to pick up or not drop off children if school is to be closed.
- Monitor radio for storm updates and emergency instructions.
- Use telephone for essential communication only.

## SHELTER-IN-PLACE

- ☐ Gather everyone inside.
- ☐ Shut down ventilation system, fans, clothes dryer.
- ☐ Close doors and close and lock windows.
- ☐ Gather all children, staff, and visitors in room(s) with fewest doors and windows toward center of building.
- ☐ Bring attendance sheets, first aid kits, and emergency supplies.
- ☐ Account for all children, staff, and visitors.
- ☐ Close off non-essential rooms. Close as many interior doors as possible.
- ☐ Seal off windows, doors, and vents as much as possible.
- ☐ Monitor radio for information and emergency instructions.
- ☐ Phone out-of-area emergency contact.

## VOLCANO

- ◀ Monitor radio for information and emergency instructions.
- ◀ If there is ashfall in your area, be prepared to stay indoors.
- ◀ **EVACUATE** if advised to do so by authorities.



- Indoors:**
- ☐ Close all windows and doors.
  - ☐ Closely monitor anyone who has asthma or other respiratory difficulties - follow care plan.
  - ☐ Ensure those with respiratory difficulties avoid contact with ash.

- Outside:**
- ☐ Cover nose and mouth.
  - ☐ Wear goggles to protect eyes.
  - ☐ Keep skin covered with clothing.

- ☐ Avoid driving in heavy ashfall - driving will stir up ash and stall vehicles.
- ☐ Clear roofs of ashfall. (Do not allow accumulation of more than 4 inches.)

### Be aware that volcanoes are often accompanied by:

- Earthquakes    ▪ Ashfall & acid rain    ▪ Landslides & rockfalls
- Mudflows & flash floods    ▪ Tsunamis

## WINDSTORM

- Indoors:**
- ☐ Move away from windows. Cover windows with shades or blinds, if available.
  - ☐ Consider moving to interior rooms/hall and lower floors.
- Outside:**
- ☐ Move indoors, avoiding any downed power lines or trees.

**Emergency Preparedness and Response Plan for:**

Little River Outdoor School LLC

I have read and understood the information contained in the booklet *Emergency Preparedness and Response Plan for Little River Outdoor School*.

Students Name:

\_\_\_\_\_

Parent or Guardian Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature:

\_\_\_\_\_ Date \_\_\_\_\_