Fire Prevention, Emergency & Evacuation Procedures (A-FIRE)

To satisfy the training requirements for A-FIRE on your Individual Development Plan (IDP), the following documents need to be reviewed and signed:

a. **Emergency Action Plan Training Presentation Slides**
   Credit:
   Fort Gordon Safety Department

b. **Child and Youth Services (CYS) Emergency Action Plan – Fort Huachuca**

c. **A-FIRE Acknowledgement**
   (**Signature required**)

Emergency Action Plan Training

DFMWR Training

Meets 29 CFR 1910.38(a) OSHA requirements

Emergency Action Plan Training Will Include:

- Fire Emergency Plan
- Explosion/Bomb Threat Plan
- Bomb Threat Checklist/Trace Threat Call
- Suspicious Letter or Package Plan
- Hazardous Materials/Chemical & Biological Spills
- Severe Weather (Tornado/Flooding/Lightning)
- Shelter-in-Place
- Lockdown
- Active Shooter
- Evacuation Plan

Fire Emergency Plan

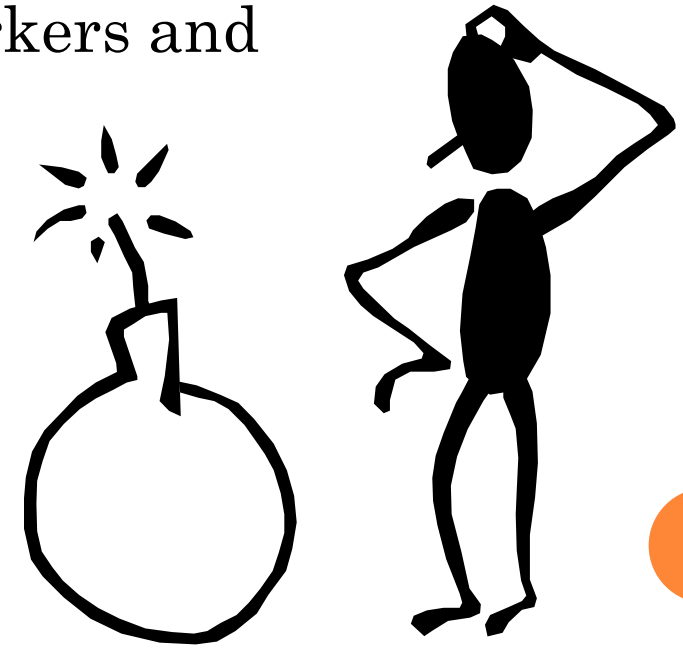
- Develop and practice an evacuation plan. Ensure all personnel know what to do in case of a fire.
- Practice alerting other co-workers and evacuating the building blindfolded. In a real fire situation, the smoke generated by fire will most likely make it impossible to see.
- Practice staying low to the ground when escaping.

Action During a Fire

- Pull fire alarm, call 911 from a safe place.
- Manager or Designee to complete evacuation tasking's (see EAP)
- Evacuate –Close -move to your designated rally point for accountability.
- DO NOT RE-ENTER THE BUILDING FOR ANYTHING!!!!!!
- If you must escape through a close door, check for heat before opening. If it is hot do not open it, escape through a window.
- Remain calm, and proceed to the nearest exit

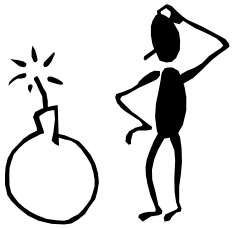
Explosion/Bomb Threat

- Develop and practice an evacuation plan.
- Ensure all personnel know what to do in case of a Bomb Threat.
- Post Bomb Threat Checklist next to every phone.
- Practice alerting other co-workers and evacuating the building

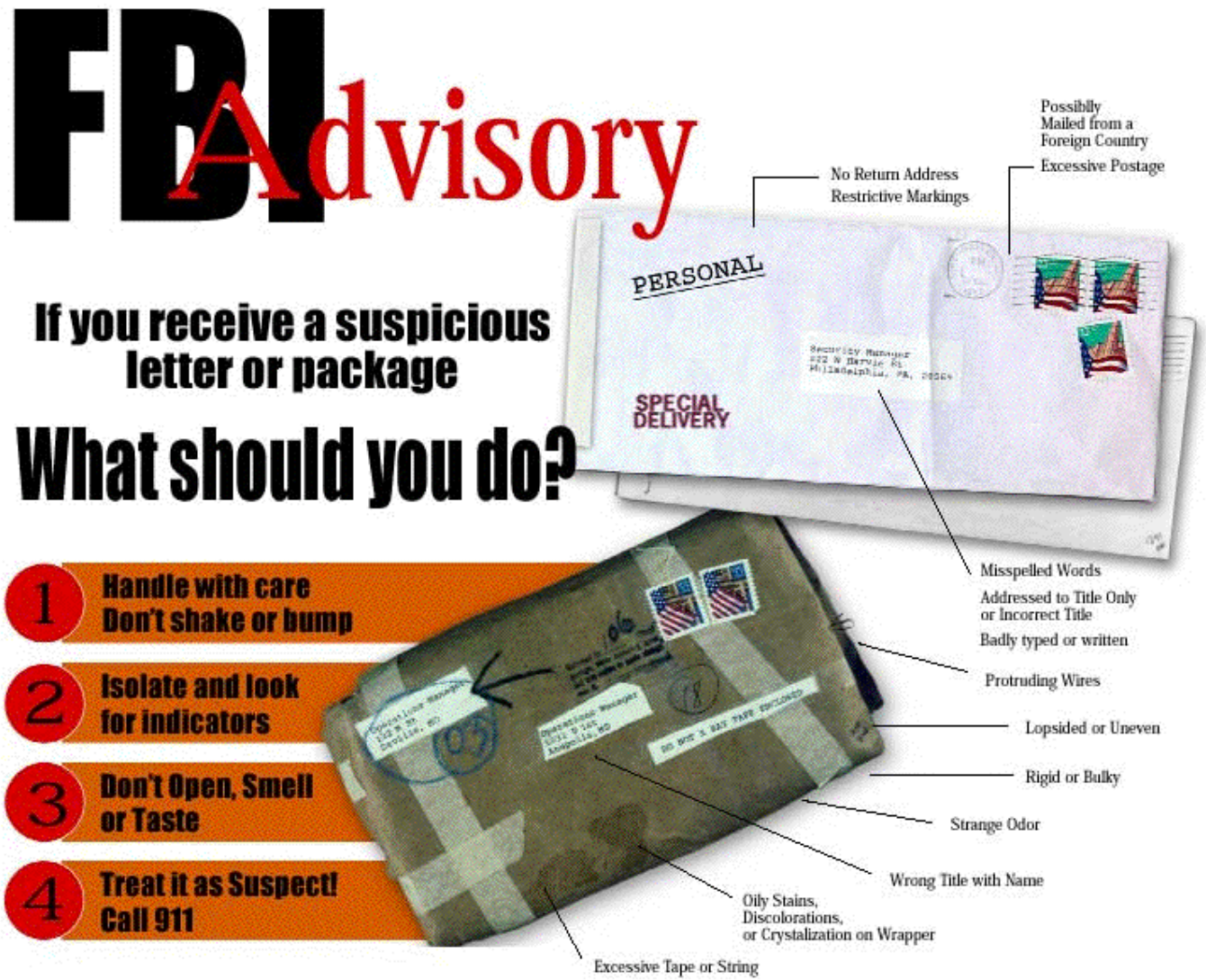


Actions for Bomb Threat/ Explosion

- Obtain information from the caller using the Bomb Threat Checklist
- Dial 911.
- **ALL** personnel evacuate.
- Conduct accountability.
- Control foot traffic and vehicles from entering the affected area.
- Law Enforcement Center must be notified of any missing persons.
- Maintain "radio silence" on all two-way radios and cellular phones.
- No one shall return to the building until the building has been search and the decision has been made to re-enter.
- Designate a search team to assist Law Enforcement with searching the building.

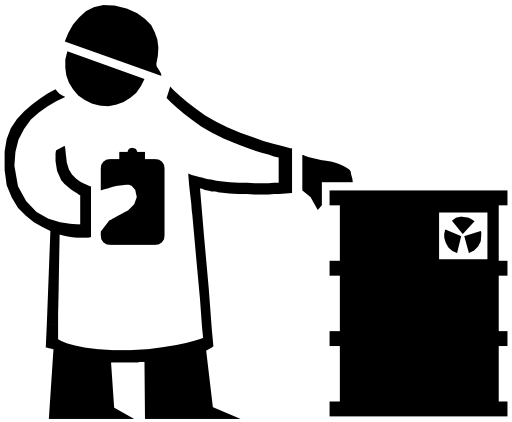


Suspicious Letters or Packages



Hazardous Materials / Chemical & Biological Spills

- Dial 911
- KEEP ALL PERSONNEL AWAY - enforce safety and security measures;
- SHUT OFF IGNITION SOURCES - motors, electric circuits, open flames



Severe Weather

- Tornados
- Flood
- Lightning
- High Winds

Note: Warning can come via desktop alert, the giant voice, post PA system, or telephonically

Tornado

- Stay informed and know tornado terminology:
  - **Tornado watch**—Weather conditions are favorable for the development of a tornado.
  - **Tornado warning**—A tornado has been spotted. Take shelter immediately.
- Develop and practice an evacuation or shelter-in-place plan. Ensure all personnel know what to do in case of a tornado.
- Mitigate potential debris hazards by keeping areas around building free of clutter.

Actions During a Tornado

- Take shelter immediately in the designated Shelter-in-Place room.
- Stay away from outside walls and windows.
- Use arms to protect head and neck and remain sheltered until the tornado threat is announced to be over.

Flooding

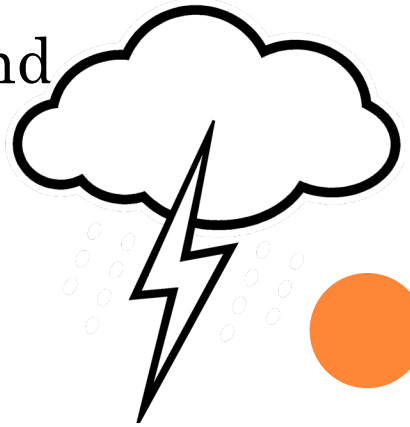
- Stay informed and know Flood terminology:
  - **Flood Watch**—Flooding is possible. Stay tuned to radio or TV for more information
  - **Flash Flood Watch**—Flash-flooding is possible. Stay tuned to radio or TV for more information. Be prepared to move to higher ground
  - **Flood Warning**—Flooding is currently occurring or will occur soon. Listen for further instructions. If told to evacuate, do so immediately
  - **Flash Flood Warning**— Flash-flooding is currently occurring or will occur soon. Seek higher ground on foot immediately.
- Know your area evacuation plan.

During a Flood

- Stay tuned to the radio or TV for further information and instructions.
- If you are ordered to evacuate: Take only essential items; Unplug electronic equipment; Do not walk in moving water; Do not drive in flood water; Follow the designated evacuation procedure.
- If you are NOT ordered to evacuate: Stay tuned to emergency stations on radio or TV for further instructions; Prepare to evacuate to a shelter if your building is damaged.

Lighting

- Seek shelter immediately
- Avoid contact with concrete walls which may contain steel and metal
- Stay off the telephone or other communication devices with antennae
- Do not stand under trees for shelter during storms.
- If in an open area stay as low to the ground possible.



High Winds

- Warning can come via desktop alert, the giant voice, post PA system, all weather radio, TV, or radio messaging system.
- Bring inside or secure items outside that can become a blowing hazard.
- Stay in your office and close blinds/lock windows and doors (severe weather/high winds). Move personnel to pre-identified safe room if weather moves to tornado warning.

Shelter In Place

- Assign a primary and alternate safety contact for each floor of the building to complete specific shelter-in-place duties.
- Develop an accountability system and a shelter-in-place plan and perform drills.
- Select a room or rooms to serve as shelter rooms during emergencies.
- Prepare a shelter-in-place kit:

Shelter in Place

When warning comes by desktop, radio, post PA system or TV:

- Stay in your office and close/lock windows and doors (severe weather). Move personnel to pre-identified safe room (tornado warning, hazardous material; chemical or Active Shoot/ Suspicious Person
- Post signs on all entrances
- If hazardous material or chemical is possible:
  - Turn off all air handling equipment (heating, ventilation, and/or air conditioning).
  - Do not leave until you are given the all clear by the police or fire department or those in authority
  - Seal any windows and/or vents with sheets of plastic and duct tape
  - Seal the door(s) with duct tape around the top, bottom and sides
- When the "all clear" is announced, open windows and doors, turn on ventilation systems and go outside until the building's air has been exchanged with the now clean outdoor air

Lockdown

Manager or designee will use the code on the radio/telephone or intercom to all staff, everyone reports to the nearest Safe Room or room you can lock or block if possible.

- If the intruder has not yet entered the building lock outside doors and hang lockdown sign on the outside doors.
- Check the hallway to locate building occupants in the hallway before locking inside doors.
- Close window blinds, stay away from doors and windows.
- Doors and windows remain locked until “All Clear” signal is given.
- Do not answer a ringing phone, respond to in-room intercom calls, or turn on any televisions.
- No one is to leave the room to use the bathroom or any other reason.
- Manager or designee will give the “all clear code” over the intercom/radio when clearance has been given by Police to insure it is not a trick to lure people out into the open.

Lockdown Evacuation

- If staff deems it is safe to evacuate they will consider the following:
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

Lockdown - Hide in place

Consider these suggestions when choosing a place to hide:

- Be out of the active shooter's view.
- Have protection if shots are fired in your direction.
- Do not trap yourself or restrict your options for movement.
- Prevent an active shooter from entering your hiding place by locking the door or creating a blockade the door with heavy furniture.
- Silence your cell phone and/or pager. Turn off any source of noise (i.e., radios, televisions). Remain quiet.
- Hide behind large items (i.e., cabinets, desks).

Active Shooter – When evacuation or hiding is not possible

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Commit to your actions

Rehearse Your Plans
Fire Evacuation, Shelter in Place and Lockdown !

Credit

- Fort Gordon Safety Department

EMERGENCY ACTION PLAN

UNITED STATES ARMY
CHILD & YOUTH SERVICES

Garrison: Fort Huachuca

Date: _____

SMART Guide

Stay Strong | Maintain Composure | Act Decisively | Remain Calm | Think Clearly

Fire / Smoke / Explosion / Noxious Odor:

Pull the fire alarm immediately. Notify Program Director office.
Call 911 _____
as soon as possible of potential need to evacuate the entire building.

Immediately evacuate, following room or area evacuation procedures.

Director or designee will call 911 _____

Do not attempt to extinguish fire.

Evacuation Procedures:

Evacuate children/youth following evacuation route until the fire department declares that it is safe to return. Be aware of pre-designated primary and alternate evacuation routes and remain at designated assembly points or safe areas until fire department declares it is safe to return.

Use fire drill procedures for evacuation.

a. Close rooms doors/windows as children/youth leave.
b. STOP! Do not operate electrical switches.
c. Take the emergency evacuation kit and sign-in sheets, books and medicine bag.
d. Route children/youth around and away from areas of strong noxious odor.

Evacuation Procedures: (continued)

If the situation warrants, vehicle evacuation will be used to transport children/youth to another site.

If the emergency calls for an evacuation children/youth should be evacuated to designated primary or secondary area. Once at the assembly point:

a. Do a name to face check to account for all children/youth and staff.
b. Report any missing children/youth or staff to emergency personnel and CYS Management.
c. Request any medical care needed.
d. Wait for further instructions

No child/youth will be dropped off/picked up during evacuation procedures. Parents may remain with child during evacuation procedures.

Return to your room/facility when you are instructed that it is safe to go.

Shelter in Place:

When a shelter in place advisory is issued, the responsible staff member shall:

a. Announce **"All employees and visitors, - A shelter in place advisory has been issued. All employees and visitors leave your current area and proceed to shelter in place/safe room"**.

b. Locate a cellular phone and employee/visitor sign-in sheets

c. Move all children and staff to designated shelter in place **"SAFE"** room.

d. Shut and lock doors and windows. Block doors if possible.

e. Lower blinds.

f. Stay out of site and stay quiet

g. Conduct face to name check of all children, youth, employees and visitors per sign in sheets.

h. Notify manager on duty of missing children, youth, staff and visitors.

i. Wait for further instructions.

j. When the **"All Clear"** is issued, take the sign-in sheets and leave the shelter room. Proceed to the pre-arranged meeting area outside the building.

k. Account for employees, children and visitors using sign-in sheets. Report any discrepancies to the facility manager.

If directed to evacuate the facility, follow instructions for evacuation.

Pandemic Illness

Follow these procedures.

a. Screen children and youth daily upon entering the program to ensure those that are truly ill are not admitted to the program.

b. Follow established sanitation procedures to include hand washing, sanitation of surfaces using bleach solution, proper coughing and sneezing etiquette.

c. Encourage staff and parents to maintain current immunizations and receive the flu shots offered annually by the local health clinic.

d. One room in each CYS facility will be designated as a quarantine area. Additional rooms will be designated as quarantine areas as the need arises.

e. Supplies such as tissues, bleach, garbage bags, hand soap, etc. will be stored into the quarantine area to prevent traffic flow in and out of the room.

f. Once quarantined, staff and children should not leave the room without clearance from medical or emergency services personnel. Notify parents to pick up their children.

g. Notify Public Health Nurse and CYS Nurse.

h. If directed to evacuate the facility, follow instructions for evacuation.

Tornado or Severe Storm

Be aware of watch and warning signals.

Be prepared to evacuate to designated shelter area.

Be aware of any other specific assignments during a tornado watch or warning.

Tornado Watch

Ensure windows and doors are closed.

Remind children/youth of tornado drill procedures.

a. Define the designated tornado shelter.
b. Review the "drop and tuck" position facing wall.
c. Inform children/youth not to be alarmed if the lights go out.
d. Drop and tuck under mats/tables if instructed to do so.

Tornado Warning

Evacuate children/youth to pre-designated shelter area.

a. If you sense that a tornado is imminent, give the **"drop and tuck"** command yourself.
b. Move to designated sheltered area.
c. Take sign in roster, evacuation kit and medication bag to designated sheltered area. Conduct 100% accountability check.
d. Close all doors.

Tornado Warning (continued)

e. Tell the staff and children to face the wall. Use mats for protection.
f. Have children/youth sit on the floor quietly. Keep children/youth calm and quiet.
g. Close all doors after all children/youth are in place.
h. Take sign in/out book/sheets and account for all children/youth.
i. If you are given a **"drop and tuck"** command, ensure that all children/youth face the wall in the disaster position.

Post-Tornado

Take a face to name count from sign in/out book/sheets as soon as possible.

a. Report any injuries or missing children/youth through the chain of supervision.
b. Report by intercom or messenger, but stay with children/youth.
c. Try to restore calm.

Assist in any first aid needed in your area.

Complete accident/incident report if necessary.

Await further instruction.

Bomb Threat:

a. Keep the caller on the phone as long as possible.

b. Signal to someone near you to alert the management office.
Do not pull fire alarm or use PA system.

c. Do not use cell phones. Instruct staff/children/youth not to use their cell phones. Use existing hard line telephones or runners. When calling emergency personnel, request bomb dog.

d. Write down everything the caller says.

e. As soon as possible, use the bomb threat checklist at front desk.
Write down the exact time the call was received and what phone line it was received on.

f. Ask the questions on the Bomb Threat Checklist.

g. DO NOT hang up if caller hangs up.

If Instructed to Evacuate:

a. Take sign in roster, evacuation kit and medicine bag.

b. Evacuate when advised.

c. Follow evacuation procedures

d. Take attendance and face to name accountability when children/youth are assembled away from the building.

e. Report any missing children/youth to authorities and your supervisory chain immediately.

Shelter in Place (if Chemical Attack):

a. Room staff will be notified by manager if there is a need to shelter in place.

b. Move all children/youth indoors.

c. Close all windows and doors to the shelter.

d. If there appears to be air contamination within the shelter, place a wet handkerchief or wet paper towel over the nose and mouth of each child for temporary respiratory protection.

e. Do not allow anyone to leave the shelter until the **"All Clear."**

Missing Youth or Runaway Youth:

a. Report to management office any child/youth who is missing.

b. Contact parent/guardian immediately

c. Complete Incident Report and forward as directed

Gunmen in the Same Room / Shots Have Been Fired:

a. Yell to building children/youth **"get down and take cover in an area out of the armed person's view."**

b. Do not raise your voice to challenge the intruder.

c. Do what you are asked to do.

d. Do not try to be a hero. Await police rescue.

e. Follow direction of police officer or a known manager and follow his/her instructions.

f. Once in a safe place, conduct a fact to name check. Inform emergency personnel and CYS management if children, youth or staff are missing

g. If told to evacuate, take sign in roster, evacuation kit and medication bag.

Gunmen in the Area / No Shots Have Been Fired:

a. Notify the manager as soon as possible and advise whether a weapon is suspected or visible. Manager designee will call emergency personnel.

b. Try to calm the children/youth under your care and keep them as quiet as possible.

c. If the shooter is in close proximity and you cannot evacuate safely, move children/youth/staff to an area out of the armed persons view.

d. Choose a hiding place with thicker walls and fewer windows, if possible.

e. Silence phones and turn off other electronics.

f. Close windows, shades and blinds and keep children/youth/staff from going outside the room.

g. If outdoors and cannot run safely, move children/youth/staff to a place that will provide protection from gunfire such as brick wall, large trees, buildings, etc.

h. Remain in place until you receive an "all clear" signal from police and/or CYS management.

i. Wait for police officers to assist everyone out of the building if inside.

j. When police officers arrive, children/youth/staff display empty hands with open palms.

k. Do not approach the person or attempt to confiscate the weapon.

l. If a weapon is visible or a person is threatening, ask him/her in a calm voice for permission to evacuate the rest of the room/facility.

m. Evacuate quietly, if allowed.

n. If allowed to evacuate, take sign in roster, evacuation bag and medication bag with you. Conduct a face to name check once in a safe location.

o. If evacuation is not allowed, keep talking with children/youth until police arrive.

Gunmen Not in the Area / A "Lockdown" is Ordered:

Quickly survey the hallway by your room. Order any children/youth in the hall or restroom in your room.

Have the occupants sit on the floor and keep quiet; try to stay calm.

If children/youth are outside and the teacher receives **"lockdown"** messages by messenger, escort children/youth to the designated area. Do not reenter the building.

Riot, Racial Conflict, or Gang Altercation

Alert the manager or program director immediately.

Remove youth not involved in altercation to a safe area.

Unarmed Intruder

Report any suspicious person to the director or program director office immediately.

Substance Abuse - Alcohol or Tobacco:

Notify the manager of witnessed or suspected use or possession of alcohol or tobacco.

Illicit Drug Selling or Use:

Notify the manager if you think you have witnessed a drug sale, usage, or possession.

Complete the incident report as soon as possible.

Illicit Drug Overdose:

Notify the manager and call for the emergency personnel with the name of the ill children/youth.

Keep the children/youth as stable as possible.

Complete the accident/incident report as soon as possible.

Death or Homicide:

a. Notify manager and the emergency personnel.

b. If a perpetrator is in the area, speak calmly with him/her until military police arrive.

c. Try to regain general calm.

d. If there is no perpetrator, remove children/youth from the area and calm them.

e. Isolate witnesses (do not allow them to talk to anyone).

f. Return children/youth to room when advised.

g. Complete the accident/incident form as soon as possible.

h. Identify and report children/youth/staff in need of intense counseling.

Drive-by Shooting:

When shots are heard, yell to the children/youth to **"drop to the ground"** or **"drop to the floor."**

As the car exits the area, tell to children/youth to **"run into the building - quietly."**

a. Be alert for the car returning to the area.
b. Be prepared to yell again **"drop to the ground."**

Notify the manager as soon as possible.

a. Report any known injuries.
b. Advise if vehicle is still in area.

Organize children/youth within building and try to restore calm.

Return children/youth to the room.

a. Take sign in/out book/sheets and report any missing children/youth to the manager.
b. Be prepared to answer questions from the police.
c. Complete accident/incident report.

Violent Actions:

a. Make verbal contact in a calm, low toned voice.

b. If behavior does not cease, shout "stop," and then lower your voice and encourage individual to talk about the issues someplace else.

c. Try to get the individuals to a more isolated area where they can calm themselves without losing face; or, try to get the area emptied of other children/youth so there is less audience and less danger.

d. Do not leave the children/youth alone until they are calmed down.

e. Discuss their behavior and its consequences only after they are calm.

f. Never grab or touch violent individuals unless they are causing harm to themselves or others.

g. Give the individual a choice by clearly stating, "You and I must go outside/in the hall. If you refuse to go with me, I will notify the director/program director office."

h. If the children/youth/individual refuse to cooperate, rendering the above steps invalid, notify the director, the manager on duty, point of contact, or administrative assistant that you need help with a violence problem.

Medical Problem or Facility Accident:

Call 911 with the name of the injured children/youth.
Notify management to secure staff to meet ratio of children in your care.

Keep the children/youth as stable as possible.

Complete the accident/incident report and an SIR as soon as possible.

Sexual Assault:

Sexual Assault Response Coordinator SHARP Hotline at Commercial: Fort Huachuca 24/7 Sexual Assault Hotline: (520) 732-3736
Alert the manager on duty immediately.

Complete the accident/incident report and an SIR as soon as possible.

Director will notify the MPs/CID.

Vandalism or Graffiti:

Notify the management of damage and names of the vandals if known.

Director will notify PMO, MPs, and the Chain of Command. They will then conduct a property inventory.

Verbal or Written Threats of Suicide:

Notify the manager immediately. Suicide Prevention Hotline at
Commercial: National Suicide Prevention Lifeline: 800-273-8255 **DSN:** _____

Refer child/youth or family member to FAP and EAP for employees.

Take the threat seriously.

Tell the individual/staff you are concerned.

Do not leave the individual/staff alone.

Continue to express interest in the individual after the crisis is over.

Suicide Attempt in Progress

Call National Suicide Prevention Lifeline: 800-273-8255 and 911 and notify Director with the name of the individual.

Try to calm the individual down.

In a calm voice, ask the individual for permission to evacuate the rest of the building.

Evacuate other individuals quietly to safe area.

Return other individuals to room when advised.

Complete the incident report as soon as possible.

Inform manager if any individuals in possible need of counseling.

Child Care Emergency Plan for Parents:

Parents should also be involved in emergency planning. Create a child care emergency plan that provides the following information and distribute it to each family during orientation:

a. Facility name, address, and phone number.
b. Location of the predetermined meeting place in the case of an evacuation.
c. Location of the CYS Facility's inside shelter in place location(s). Notify parents that during a lock-down, parents will not be allowed in or out of the facility until the all clear is given.
d. The plan or policy (action that will be taken) if the child is sick or hurt and forms they will receive such as an accident reports or consent forms.
e. The plan or policy (action that will be taken) if the Family Child Care provider is sick.

Gas Leak

If any staff member or children/youth smells gas, act quickly.

Open windows immediately.

Call 911 and report the possible gas leak.

Do not turn any electrical switches on OR off. Eliminate all flames.

Check all gas taps and turn them off.

If necessary, turn off the gas main. The shutoff valve is next to the meter. Using a wrench turn the valve a quarter turn in either direction.

If the gas odor remains strong, evacuate the area immediately.

Do not return to the building until the fire department announces it is safe.

Power Failure

The building's emergency lights, if so equipped, should come on automatically. They are connected to the facility's emergency generator, or back up batteries, which will start automatically upon loss of power (if a generator is present and connected properly).

The facility has flash lights which are located n/a.
There are spare batteries located n/a.

Power Failure: (continued)

A battery-operated radio is located n/a.
The radio may be used to monitor weather conditions, etc.

The official Emergency Action Stations are n/a.

In the event of a power failure, the staff members on duty should contact the following:

a. Emergency Work Orders after Duty Hours
Commercial: DPW After Hours - 533-2623 DSN: _____

b. The CYS facility's on-duty supervisor, and/or the Director.

Loss of Water

There is an emergency supply of drinking water located N/A, Please bring extra water..

This water should be used sparingly and only for an emergency.

In the event of the loss of water, the staff members on duty should contact Program Director
Emergency Work Orders after Duty Hours
Commercial: DPW After Hours - 533-2623 DSN: _____

The facility's supervisor on duty and/or the Director.

Loss of Heating/Air Conditioning (emergencies only)

Contact the facility's supervisor on duty and/or the Director.

The supervisor or staff member on duty should contact the installer of system and/or DPW.

Contact the Emergency Work Orders after Duty Hours

Commercial: DPW After Hours - 533-2623 DSN: _____

Plumbing Problems (emergencies only)

Contact the facility's supervisor on duty and/or the Director.

The supervisor or staff member on duty should contact
Emergency Work Orders after Duty Hours

Commercial: DPW After Hours - 533-2623 DSN: _____

Youth Sports and Fitness Program

Training Date:

Training Material: Fire Prevention, Emergency& Evacuation Procedures

Purpose: Training to meet annual Fire Prevention, Emergency & Evacuation Procedures (A-FIRE) requirement.

Name	Signature/Date